

JOB POSTING

POSITION:	Resource Room Support Worker/Computer Tutor – Summer Hire
Student Summer Position	9 weeks, 30 hours per week
REPORTS TO:	Manager, Employment Services
START DATE:	June 26, 2017
RATE OF PAY:	\$11.40/hour

DUTIES AND RESPONSIBILITIES:

- Provide assistance and support to Employment Resource Room users
- Provide information and orientation to newcomer clients on internal and external programs
- Deliver Internet and basic computer training sessions
- Researches Internet and downloads job postings from various sites
- Assist clients with job postings and Internet Job Search
- Help clients with use of job search materials such as directories, newspapers, books, etc.
- Assist clients with office equipment (computers, fax, phones, and photocopier)
- Monitor and maintain a sign-in list
- Maintain an organized Resource Room
- Record client visits for monthly reporting

QUALIFICATIONS:

- Must be eligible to work in Canada ie. Canadian Citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Not in receipt of Employment Insurance benefits
- Enrolled as a full time student who will be returning to school full-time after the work term to a secondary, post-secondary, vocational, technical or university program
- Excellent written and verbal English skills
- Excellent interpersonal and communication skills
- Excellent leadership skills and commitment to teamwork
- Experience working with a diverse community
- Excellent organizational skills, ability to set priorities and meet deadlines
- Second language is an asset

Please submit a resume and cover letter quoting reference number 017-008 by June 2, 2017 to:

Human Resources Officer
Dixie Bloor Neighbourhood Centre
3650 Dixie Rd. Suite 103, Mississauga, ON L4Y 3V9
Fax: (905) 629-0791
Email: recruiting@dixiebloor.ca

***We thank all applicants but only those selected for an interview will be contacted.
Dixie Bloor Neighbourhood Centre is an equal opportunity employer***