

Wanted: Volunteer IT Technical/Troubleshooting Computer Assistant

Position Summary:

DBNC is currently looking for a person with experience in the information technology (IT) field to assist with maintaining our computers, both in the office and in our computer lab that is used by many low-income people for training, job searches, and contacts. The candidate should have excellent knowledge of computer software and hardware, Windows environment and the Internet, as well as trouble shooting techniques for related computer issues.

Responsibilities:

- Trouble shooting Internet connection, server problems, and program issues
- Freeing space, loading software, and cleaning up used computers
- Setting up wireless connection/networking
- Updating software and hardware

Qualifications:

- Possess a certificate, diploma or degree in computer science or related field – or equivalent experience
- Have working knowledge of computer hardware set-up and Windows XP operating system
- Be able to work independently and with instructions; ability to multi-task
- Have strong interpersonal skills and ability to work as part of a team
- Respect for colleagues and clients of diverse backgrounds
- Be flexible, patient, compassionate and reliable

The Benefits of Volunteer Participation with DBNC:

- ✓ Will receive reference letter, enabling you to get employment
- ✓ Knowledge of potential employers, jobs and other valuable information
- ✓ Opportunities to network, make new friends, share ideas of common interest and concerns
- ✓ Opportunities to participate in our numerous training programs
- ✓ Opportunities to acquire Canadian work experience

Who We Are:

The Dixie Bloor Neighbourhood Centre is a multi-service, non-profit, charitable agency, which provides services to families, children, youth, seniors, those seeking employment, as well as newcomers to Canada. Our mission is to foster an atmosphere, which will encourage our community as a whole to participate in and develop a positive, healthy and caring neighbourhood.

Note: We are very flexible on days and time, this could be arranged to suit your needs

For more information or to apply, please e-mail or fax a resume to:

Manager, Community Development
Dixie Bloor Neighbourhood Centre
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