

Job Search Assistant

Volunteer position in the Resource Room - South

Time:

- Mornings from 9:00am to 1:00pm
 - Afternoons from 12:00pm to 4:30pm
- or
- Full day from 9 to 4:30pm

Location:

EMCN WCI: #200 Tower Two, Milbourne
Mall 3699 Milwoods Road

Days of the week:

- Monday or Wednesday



In this role, you will:

- Assist clients in copying and faxing documents
- Review & edits Resume for drop-in clients
- Navigate through the job postings websites and help clients search for job postings
- Collect Job Fair Information & update the job board
- Assist clients with filling online job applications & opening email accounts

To Volunteer in this role you should:

- Be flexible and patient
- Want to help newcomers find employment
- Be able to commit reliably to a volunteer schedule
 - Have a positive, encouraging manner
 - Respect people of all cultures
 - Be able to communicate in English
 - Have good computer skills
 - Know how to use the Internet
 - Know how to use Microsoft Word
- Assist and work collaboratively with Resource Room Facilitator in term of supporting the newcomers