

❖ Job Profile

JOB TITLE: Youth Engagement Leader - Summer Student
DEPARTMENT: Northern Community Development Services
JOB REPORTS TO: Executive Director
DATE PREPARED: March 2021

NCDS is seeking a student employee to assist in the Resource and Information department. The successful candidate will provide reception/customer service and support to clients within the Resource Centre for NCDS.

DUTIES:

- Assists clients by providing job search, résumé and cover letter writing, and interview skills assistance
- Answers the telephone, takes messages and/or forwards callers to appropriate staff
- Greets and orients visitors to the Resource Centre providing assistance, ensuring that they receive the necessary information and referring clients to the Case Managers/Job Developer or other services as appropriate
- Books and maintains records of appointments for staff and workshops
- Fills odd jobs as requested by employers maintaining odd job record book/odd job sign-up list
- Assists with design and development of displays, features and/or events to promote the Resource Centre and program services; assists with creation of colourful, attractive informative pictures/notes on the sandwich board/windows
- Checks various media sources to find employment/school/training related articles, distributes to co-workers and posts them in the Resource Centre

MINIMUM QUALIFICATIONS:

- Returning College or university student; Business or English major would be an asset
- Good to excellent communication skills — oral and written, including grammar and proofreading
- Computer skills required - word processor and spreadsheet
- Valid driver's license and access to a vehicle

ADDITIONAL SKILLS AND ABILITIES:

- Proven leadership ability
- Works well with little supervision and in a team setting
- Self-motivated and creative thinker
- Marketing experience and or training an asset
- Able to meet deadlines
- Good time management and organizational skills
- Crisis management and conflict resolution skills
- Able to report results and progress in concise & professional manner
- Knowledge of other services an asset

EFFORT

- Concentration, attentiveness and creativity required daily using sight, hearing and touch to create reports/documents/databases/spreadsheets, operate a computer, enter data, verify accuracy of information, respond to inquiries, listen to staff, etc

- Sits at a desk for long periods of time as well as walks, stands and lifts to perform the duties of the job

WORKING CONDITIONS

- Work in a pleasant closed-office environment (100% of the time)
- Exposure to deadlines, multiple demands, distractions/interruptions and work schedule affecting lifestyle (overtime)
- Little exposure to hazards

Hours: **Hours May Vary-** 8:30 – 5:00 Monday, Tuesday, Wednesday, and Friday; 10:30 am - 7 pm Thursday

Duration: May to August

Application Details

Please apply with resume *and* cover letter directed to:

Hiring Committee
Northern Community Development Services

Mail:

304 Scott Street
Fort Frances, ON P9A 1G9

Fax:

(807) 274-2000

E-Mail:

edassistant@ncds4jobs.ca

Start date: TBD

The *successful* applicant must provide a current clear Criminal Record Check and 3 work related references prior to their start date.

We appreciate the interest of all applicants; however only those selected for an interview will be contacted. No telephone calls please.