



Volunteer Resource Centre Assistant

YW Employment Resource Centre

POSITION, DEPARTMENT

As part of the YW Education and Employment department, the Vermilion Energy/YWCA Employment Resource Centre (ERC) offers front line career development services to unemployed and underemployed women. As an essential part of the (ERC) team, this role supports clients with career development, as well as ERC staff with administrative assistance.

WHAT MOVES YOU

You're passionate about helping women realize their career goals and supporting them with every step of their job search process. You're resourceful and positive. You're talented and experienced at creating trusting relationships. You thrive in an environment that focuses on helping women build confidence and self-sufficiency.

WHAT YOU'LL DO

- Engage with and welcome clients
- Support clients with all aspects of work search processes including providing cover letter and resume' feedback
- Oversee all aspects of the client registration
- Refer clients to appropriate services and programs, both internally and externally
- Provide office administration services to ERC staff
- You can chose to volunteer for one to two shifts per week
- Volunteer shifts available: Mondays (1pm - 3pm) and Tuesday, Wednesday, Thursday - either (9am - 12 noon) or (1pm -3pm)

WHAT YOU'VE DONE

- You have well-developed employability skills – job search strategies, resume' development, targeting job applications, and interview skills
- You're an excellent communicator
- You're an approachable person who is patient, flexible and organized
- You're skilled at working with MS Office Suite
- You're non-judgmental and comfortable working with diverse populations
- Experience in Career Development, Education, Human Services and/or Social Work is an asset, but not required

If you want to volunteer to change lives, we want to meet you.

Apply today to volunteer@ywcalgary.ca