



Computer Literacy Support Volunteer Employment Resource Centre

POSITION, DEPARTMENT

As part of the YWCA Education and Employment department, the **YWCA Employment Resource Centre (ERC)** this position offers front line career development services to unemployed and underemployed women.

WHAT MOVES YOU

- An essential part of the ERC team, this role supports clients in achieving their career and employment goals.
- You are passionate about helping women build their computer literacy and work search skills.

WHAT YOU'LL DO

- Oversee computer usage in the ERC computer lab.
- Assist clients with computer support where needed.
- Work with clients individually providing digital literacy support (Beginner to Intermediate)
- Support clients with work search document preparation (resume', cover letters).
- Provide guidance with the on line job application process.

WHAT YOU'VE DONE

- You're experienced teaching MS Office.
- You possess training and or experience in any of these areas (Career Development, Life Skills, Education, Human Services or Social Work)
- You're familiar with job search skills, job application processes and experienced utilizing a variety of applicant tracking systems.
- You are non-judgmental and experienced working with diverse clients including low literacy populations.
- You possess excellent communication skills
- You are friendly, outgoing, patient, flexible, self-motivated.

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

Apply today to volunteer@ywcalgary.ca