



Employment Resource Centre Assistant Volunteer

POSITION, DEPARTMENT

As part of the YW Education and Employment department, the YW Women's Employment Resource Centre 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 building confidence and self-sufficiency.

WHAT YOU'LL DO

- Welcome and engage with clients in the Employment Resource Centre.
- Orient clients to services available in the ERC.
- Support clients with all aspects of work search processes including providing cover letter and resume' feedback
- Oversee the client registration process.
- Refer clients to appropriate services and programs, both internally and externally.
- Provide office administration support.
- Volunteer shifts available, Monday to Thursday:
9:00am - 2:00pm OR 2:00pm - 6:00pm.
Asking for a minimum 3 month commitment.

WHAT YOU'VE DONE

- You are a friendly and approachable person who is patient, flexible and organized.
- You are non-judgmental and comfortable working with diverse populations.
- You have well-developed job search skills.
- You are skilled at working with MS Office Suite.
- Experience in Education, Human Services, Career Development and/or Social Work is an asset, but not required.
- You can commit to work 1 shift per week.

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

Apply today – please click [here](#)