

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House and Neighbourhood Link Support Services.

JOB OPPORTUNITY

Employment Assistant- Part time Contract

Job #N2019-03

GENERAL DESCRIPTION: The Contract Part-Time Employment Assistant will work primarily out of the Neighbourhood Link office, conduct intake duties and outreach to potential clients in Toronto, perform resume review, follow up and other related administrative duties.

Scheduled hours of work will not exceed 21 per week and may include evenings and weekends as mutually arranged.

MAJOR DUTIES:

1. Take calls, and or contact potential clients to arrange and schedule appointments with Employment Services staff.
2. Conduct outreach for the Employment Services department to engage potential clients and employers.
3. Assist clients with rudimentary resume review.
4. Attend information sessions, community events and other appropriate meetings to promote the department.
5. Assist the Marketing and Development Manager in updating the Agency website and social media sites with Employment related events and information.
6. Keep the Employment Services team informed of social media and marketing trends and opportunities.
7. Keep accurate records of contacts, forms, and any other relevant documentation.
8. Provide assistance to clients in the Information and Resource Centre when required.
9. Maintain client confidentiality and adhere to Agency policies and procedures.
10. Participate in team meetings and regular staff meetings.
11. Perform other duties, appropriate to the position, as required.

REQUIREMENTS & QUALIFICATIONS:

- Post-secondary education in Career and Work Counsellor, Social Service Worker, Marketing, Community Work, or a related field
- Two years' experience in social services, preferably employment related, and or marketing, or a related field
- Excellent interpersonal and communication skills
- Knowledge of current resume formatting, styles and accomplishment statements
- The ability to perform outreach and to speak to individuals and groups
- The ability to work independently, showing strong time management skills, the ability to prioritize tasks and to multi-task
- Working knowledge of Microsoft WORD and social media as it pertains to employment
- Sensitivity to, and understanding of issues, concerns and barriers facing the unemployed and new Canadians
- Must be willing and able to work with clients from diverse cultures and backgrounds
- Knowledge of a second language, preferably South Asian, would be an asset
- Preparedness to experience occasional exposure to unsanitary conditions and contagious disease, as well as irate and abusive persons
- The physical strength, stamina and ability to undertake frequent light to moderate lifting, occasional heavy lifting, and frequent walking, bending, stretching and pulling
- The willingness and flexibility to alter work schedules and regular duties to accommodate uncommon needs of the department and/or the agency

This is a brief summary. For a complete job description please contact Human Resources.

Terms: This is a part time, contract, bargaining unit position

Contract Dates: Asap until July 31, 2019

Pay Rate: Level 3, Step 1, \$35,127 per annum, pro-rated to the hours of work

Posting Date: March 12, 2019 Internal Closing: March 18, 2019 External Closing: March 20, 2019

To apply, submit your resume and cover letter with "N2019-03" in the subject line of your email or fax to;
tcandido@tngcs.org Fax: 416-691-8466

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirements.