



“Working Towards Employment, Training and Education Goals”

POSITION: RESOURCE & INFORMATION SPECIALIST

Contract: 52 weeks

Location: 11A Suffolk Street East Guelph, ON N2B 3E7
Hours: Up to 40 hours per week (*for 1 year, possibility to be extended*)
Rate of Pay: TBD
Closing date: **Sunday January 15, 2017 @ 5:00 PM**
Start Date: Monday January 23, 2017

Anishnabeg Outreach – Guelph is provincially funded on a year-to-year basis. We are seeking an individual of good moral character to join our team to work with individuals from the Guelph/Wellington area to assist them in their efforts to obtain meaningful employment and training opportunities.

JOB DESCRIPTION

The successful applicant will be proficient in the following responsibilities and administrative functions:

The Resource & Information Specialist will:

- Greet visitors, ensure each signs our guest book and will collect information for inclusion in monthly statistical report
- Complete intake with individuals accessing the centre ~ referral to appropriate service provider at Anishnabeg Outreach Inc. or relevant community partner
- Assist clients with their immediate needs such as locating phone numbers, faxing, preparing resumes, as required
- Assist clients with accessing employment resources on the internet and other employment related computer functions.
- Answer phones, ensure messages are taken accurately and delivered to the appropriate staff
- Compile all information from the Guelph and Kitchener sites for the bi-monthly newsletter
- Log any and all fax, mail, incoming or outgoing and distributes to appropriate staff. This includes photocopying, filing and data input as required and in support of other team members.
- Maintain the resource library, which will include researching additional resources, ordering resources if required, and updating material
- Compile all information from Guelph, and Kitchener sites for the bi-monthly newsletter, mails completed documentation to membership and works with the Financial Administrator to update the membership list regularly
- Responsible for updating the inventory of resources, ensuring clients sign out materials and follow up as to when they are due to be returned.
- Collect all client and financial files organize and ensure that the boxes have a list of contents inside and out, and that they are labelled appropriately for storage.
- Organize client files, prepare labels, put individual files into a neat, chronological order, insert file information and maintain filing cabinet, updating client listings as required.

- Inputs tombstone data, characteristics, education and employment history data to the CAMs system and/or MIS system
- Responsible for the collection of office supply orders from all both site locations, checking prices, making recommendations on more cost efficient solutions, and collecting the invoices for payment of order
- Develop and facilitate employment workshops and engage in community outreach
- Proactively seek out opportunities to revise business practices to improve efficiency
- Use online and virtual systems for inputting financial information
- Other duties as assigned

QUALIFICATIONS

The successful candidate must possess:

- Excellent communication/client service skills; patient, personable, friendly and outgoing
- Must be thorough in all tasks assigned
- Must have intermediate/excellent knowledge of MS Word, Excel, Outlook, Publisher, email, internet search and other software programs required for day to day operations
- Must possess meticulous skills to manoeuvre and organize data input into databases
- Knowledgeable in drafting forms, tables and letters when required.
- Good time management, decision making and problem solving skills
- Work well within a team environment and/or unsupervised. Individual will be required to work independently at times, therefore must be self-motivated and able to take the initiative
- Trustworthy, honest and dependable
- Strong ability for organization and file system management
- Is a person of good moral character, demonstrates integrity, respect for others and a good sense of humour and solid work ethics
- Understand and follow client confidentiality practices at all times
- Completion of post secondary certificate/diploma or proven experience in business administration

In addition, the successful candidate will:

- Have an understanding of the progression of Aboriginal Employment and Training Initiatives
- Knowledge of Anishnabeg Outreach and surrounding organizations
- Knowledge of Employment Ontario and the services provided to the province
- An understanding of Aboriginal Community needs, barriers, aspirations and goals
- Dedicated to the advancement of Aboriginal people
- Ability to understand and voice their own personal limitations with others
- Valid driver's licence and access to vehicle

Please e-mail your **resume, cover letter and three references** to the email address below, no later than **January 15, 2017 @ 5:00 p.m.** to the attention of the ***Hiring Committee***. (Not following these directions, will make your application invalid)

E-Mail: apatisiwin@anishnabegoutreach.org

NOTE: *Please identify if you are of First Nations, Métis or Inuit descent, as funding may determine eligibility. Anishnabeg Outreach Inc. is an equal opportunity employer. Only candidates selected for an interview will be notified. All person(s) who meet the requirements and eligibility of the job description are encouraged to apply.*