



The Core Neighbourhoods at Work program supports adults and youth who reside in the Core Neighbourhoods of Saskatoon in their efforts at obtaining training, education and employment. Quint is seeking a dynamic individual to fill the **Resource Room Coordinator Position- 40 hours/week.**

**In order to excel in the job, a Resource Room Coordinator must:**

- Have sound judgement, good problem solving skills, be resourceful and take the initiative when needed
- Be socially interactive and welcoming with the ability to build strong and effective relationships with people
- Be proficient in MS Office Applications; Word, Excel, Power Point, Outlook and internet
- Have a good understanding and knowledge of labour market needs, education and training programs, and other community services that address employment barriers in Saskatoon
- Be able to work independently and collaboratively in their work to ensure that tasks are completed in a timely manner
- Be organized
- Have excellent documentation and reporting skills, with specific attention to detail
- Display strong interpersonal skills when de-escalating situations that may arise
- Provide a criminal record check

**Knowledge and Education:**

- Understanding of community economic development practices
- Solid knowledge of the Canadian labour market, workplace practices, and job search strategies
- Post Secondary Degree in Social Sciences or Social Work and/or equivalent work experience
- A valid driver's license and access to a vehicle would be considered an asset

**Duties:**

- Be the first point of contact for the Core Neighbourhoods at Work program, providing computer and career counselling services to resource room users
- Identify barriers to employment and assist clients to develop job readiness skills and job search strategies
- Work within a multi-dimensional team approach that supports case management processes and procedures
- When necessary, provide instruction in resume writing, cover letters, and job search techniques including online job applications

Quint Development Corporation strives to employ a workforce that is representative of the neighbourhoods in which it operates. To apply, send your resume and cover letter by **4:00 p.m.**

**Tuesday March 6, 2018 to:**

**Quint Development Corporation**

**101-1120 20<sup>th</sup> Street West**

**Saskatoon, SK. S7M 0Y8**

**Facsimile: (306) 683-1957**

**Email: [kristen@quintsaskatoon.ca](mailto:kristen@quintsaskatoon.ca)**

*Successful candidates may be contacted for an interview prior to the closing date*