

Resource Room Coordinator | 40 hours/week; \$21.75/hour Permanent Full Time



Our Story:

Quint Development Corporation is a unique community economic development organization, focused on creating economic opportunities that help to strengthen communities and improve social conditions for Saskatoon residents. The goal is to create opportunities for affordable housing, jobs, and economic development in Saskatoon's west-side core neighbourhoods.

The Position:

The Core Neighbourhoods at Work (CNAW) 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. This person is the first point of contact for the CNAW program and provides friendly and supportive assistance for people using the resource room.

Duties:

- Provide computer assistance for tasks including resume/cover letter writing and updates, job search, online applications, e-mailing, general internet use, etc.
- Monitor resource space and schedule appointments using an online booking calendar
- Maintain documentation in participant files to assist in case management of individuals
- Take initiative to approach individuals, identify barriers to employment and assist clients to develop job readiness skills and job search strategies

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

- Be able to work in a fast paced environment and respond to the multiple requests from the public
- 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 organized
- Have excellent documentation and reporting skills, with specific attention to detail
- Display strong interpersonal skills when de-escalating situations that may arise
- Be able to work within a multi-dimensional team approach that supports case management processes and procedures
- 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

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. Thursday May 17th, 2018** to:

**Quint Development Corporation
101-1120 20th Street West
Saskatoon, SK. S7M 0Y8
Facsimile: (306) 683-1957
Email: kristen@quintsaskatoon.ca**

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