

Resource Room Coordinator | 37.5 hours/week;
\$22.40/hour
Permanent Full Time



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 individuals in their efforts at obtaining training, education, and employment. Quint is seeking a dynamic individual to fill the Resource Room Coordinator Position- 37.5 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:

- Complete initial intake and registration process for people seeking support
- Support individuals in identifying and accessing community support available to them
- 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 respond to the multiple requests from the public
- Be socially interactive and welcoming with the ability to build strong and effective relationships with people
- Understand the barriers core neighbourhood residents face when obtaining and maintaining employment
- 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 highly organized
- Have excellent documentation and reporting skills, with specific attention to detail
- Display strong interpersonal skills when de-escalating situations that may arise

Knowledge and Education:

- Solid knowledge of the Canadian labour market, workplace practices, and job search strategies
- Relevant education, lived or work experience
- Understanding of community economic development practices
- 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. The successful candidate will be required to provide a criminal record check that includes a vulnerable sector search. To apply, send your **resume and cover letter** by **4:00 p.m. November 28th, 2023** to:

Quint Development Corporation
101-1120 20th Street West
Saskatoon, SK. S7M 0Y8
Email: miali@quintsaskatoon.ca

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