

Resource Room Drop-In | 40 hours/week; \$22.40/hour Permanent Full Time



Quint Development Corporation is a dynamic community-based organization that fosters sustainable development and positive change in Saskatoon's core neighbourhoods. Our team is passionate about creating opportunities and improving the quality of life for residents in the neighbourhoods we serve. Through the Core Neighbourhoods At Work (CNAW) program, we support individuals in their efforts at obtaining employment, training and education.

We are looking for a skilled and dynamic individual to fill the **Resource Room Coordinator** Position. You will provide friendly and supportive assistance to people using the resource room. If you are interested in a meaningful role where you can contribute to the positive impact we strive to make in Saskatoon, we welcome your application!

Duties:

- Complete intake and registration process for individuals seeking support
- Provide computer assistance for tasks including resume/cover letter writing and updates, job searches, online applications, e-mailing, general internet use, etc.
- Support individuals in identifying and accessing community support available to them
- Monitor resource space and schedule appointments using an online booking calendar
- Maintain documentation in participant files to assist with case management
- Take initiative to approach individuals, identify barriers to employment and assist participants to develop job readiness skills and job search strategies

In order to excel in the job, you must:

- Have knowledge of pre-employment support methods
- 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
- Have excellent documentation and reporting skills, with specific attention to detail
- Have experience working with diverse populations
- Display strong interpersonal skills, including the ability to de-escalate situations

Knowledge and Education:

- Relevant education or equivalent work or lived experience
- Solid knowledge of the Canadian labour market, workplace practices, and job search strategies
- A valid driver's license and access to a vehicle is strongly recommended

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, 2025** 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