

## Employment Resource Centre Assistant/ Admin Support

### Eligibility Criteria:

#### Qualifications

- Post-Secondary Education in Social Services or related field or equivalent experience required
- Experience working with at risk, disadvantaged and diverse populations
- Good knowledge of community services and how to access them and able to provide advocacy for individuals needing access to them
- **Must have** strong organizational and administrative/social media skills
- Must have exceptional communication, customer service and teamwork skills
- Proof of vaccination is required as per our policy
- This is an in person position

This position is a **full time permanent position in an often busy resource centre**, 35 hours per week, and may require, on occasion, working evenings for special events. Compensation is \$45,283 per annum, benefits after successful completion of 90 day probationary period

**Job Duties:** will include, but not limited to, greeting and assessment of clients for agency service, answering phones, assisting individuals with computer use, writing resumes and cover letters, helping with job search and accessing other community resources. Successful candidate will assist staff with administrative duties including updating social media and website; experience in this area is preferred. You will be expected to manage the resource centre and keeping resources up to date and accessible. For more information on our services please go to our website [www.2ndchance.ca](http://www.2ndchance.ca)

#### How to Apply:

In person or by mail at 2<sup>nd</sup> Chance Employment Counselling, 177 Norfolk Street, Guelph, ON N1H-4K1

By Fax 519-823-2691

By Email at [info@2ndchance.ca](mailto:info@2ndchance.ca)

Please submit **cover letter and resume** by August 22, 2022

#### Start Date: ASAP

*\*2<sup>nd</sup> Chance Employment welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process. We are committed to creating a diverse environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability or age.*

**Main Guelph Office**  
177 Norfolk Street  
Guelph, ON N1H 4K1  
tel: 519-823-2440  
fax: 519-823-2691

**Youth Resource Centre**  
435 Stone Road West  
Suite 213 - 2<sup>nd</sup> Floor  
Guelph, ON N1G 2X6  
tel: 519-823-2818  
fax: 519-823-7909

**Fergus & Wellington County**  
160 St. David Street South  
Unit 104  
Fergus, ON N1M 2L3  
tel: 519-843-5513 or  
1-800-478-0961  
fax: 519-843-3784

[www.2ndChance.ca](http://www.2ndChance.ca)