



INSPIRATION
AT WORK

Resource Centre Assistant
Job Code 2017-045
1.0 FTE

Position	Community Sector	<input checked="" type="checkbox"/>	Paramedical Sector	<input type="checkbox"/>
Status:	Full Time	<input checked="" type="checkbox"/>	Part Time	<input type="checkbox"/>
Location:	Kamloops-Expectation of travel throughout the area.			
Union:	HSA - Community			
Salary:	Grid 8 - \$19.69			

Open Door Group

Open Door Group is a non-profit, social enterprise that operates on the fundamental belief that all British Columbians have the right and ability to succeed. Established in 1976, Open Door Group delivers a range of programs and services to help individuals prepare for, find and keep employment and/or develop meaningful connections in their communities.

Today, Open Door Group serves thousands of people per year in several communities throughout BC. The organization's vision is Thriving Communities Embracing Diversity and Inclusion.

Job Summary:

Reporting to the Associate Program Director, the Resource Centre Assistant is responsible for supporting the job search activities of clients who utilize the Resource Centre and supporting the administration of Open Door Group. The Resource Centre Assistant supports client activities in the Resource Centre by providing clients with guidance in using computers and the Internet, by posting job leads, and by typing/printing resumes. S/he supports the society's administration by performing reception services; processing client, staff and government records/reports; purchasing supplies; and drafting/printing promotional material such as brochures, monthly bulletins and newsletters.

Education, Training, and Experience

- Graduation from Grade 12.
- Completion of a Certificate in secretarial training or office management.
- Recent related experience of 1 year.
- Or an equivalent combination of education, training, and experience.



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Skills and Abilities

- Demonstrated skills in Microsoft Suite Applications: Windows, Word, Excel & Access.
- Ability to type at 60 w.p.m.
- Good understanding of the local labour market and job searching strategies.
- Ability to prioritize conflicting duties and organize heavy workload.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain harmonious relationships with people from a wide variety of backgrounds.
- Ability to follow instructions and to work independently.

Hours of Work: 36 hours per week

Date Posted: July 19th, 2017

Competition Closing Date: July 26th, 2017

Starting Date: ASAP

Email applications must include “2017-045 Resource Centre Assistant” in the subject line and submit Resume to: humanresources@opendoorgroup.org

**Thank you for your interest in joining the Open Door Group team.
Only short-listed candidates will be contacted.**