

**Position Title** Summer Student – Employment Services Assistant (pending funding approval)  
**Department:** Employment  
**Reports to:** Manager of Employment Services

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## **SUMMARY**

This is a Service Canada – Summer Student position. The person hired must be a full time student and must be returning to full time school in September. Under the direction of the Manager of Employment Services, the Employment Services Assistant is responsible for assisting the program staff with the resource centre, events and workshops. He/she will help newcomers connect to the appropriate employment resources and help improve their awareness of job search services and employment opportunities. This position is currently pending funding approval.

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## **DUTIES**

1. Becomes familiar with NSMS programming objectives and client service philosophy, and understands clearly his/her role in achieving employment services related contractual goals and outcomes.
  2. Works with Resource Advisor answering incoming calls and providing general information on employment services and programs. Provides resource centre relief.
  3. Under the supervision of the Resource Advisor assists in greeting, providing registration forms, and preparing employment handouts for clients.
  4. Updates the job postings board regularly.
  5. Organizes resource materials consistent with the organizational plan to make the resource centre more welcoming to clients.
  6. Conducts employment related research as directed by the Manager of Employment Services.
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## **QUALIFICATIONS**

**Personal Suitability:**

Empathetic, respectful and discrete, remains tactful and patient during stressful situations. Ability to multi-task in a fast paced environment.

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## Job Posting

- Education:** Ideal for students from Social Science or Business programs. To qualify for this role you must be a current full time student returning to full time school in September.
- Skills:** Good organizational ability, attention to detail skills, excellent communication and computer skills.
- Desirable Skills:** An additional language and experience working in culturally diverse environments are assets.

### **ADDITIONAL INFORMATION**

- Supervision Received:** This position reports to the Manager of Employment Services.
- Orientation Period:** A reasonable period to learn this position at an adequate level would be 1 month.
- Equipment Used:** Personal computer, software applications (word processing, database), and standard office equipment
- Work Schedule:** Monday to Friday, 35 hours/week, 16 week contract May 7<sup>th</sup> – August 24<sup>th</sup> (pending funding approval).
- Salary:** \$16.00/hour

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**Respond by April 16, 2018**      Reference: Employment Services Assistant  
Coordinator Hiring Committee  
North Shore Multicultural Society  
207-123 East 15th St, North Vancouver, BC V7L 2P7  
Email: [hr@nsms.ca](mailto:hr@nsms.ca)

NSMS is an equal opportunity employer. Thank you for your interest, only short listed applicants will be contacted.