

Nova Scotia Works, CANSA Employment Services Centre

Summer Student Support Worker

Duration 8 weeks 37.5 hrs per week

Pending Approval for Position—Canada Summer Jobs

Wage: \$11.00/hr

Location: Amherst & Springhill

The student support worker reporting to Executive Director is responsible for assisting students looking for summer employment with job search activities.

Duties:

- Research summer employment opportunities in Cumberland County
- Keep CANSA job board updated
- Assist students with job search techniques, resumes and cover letters, labour market Information research and interview techniques.
- Work closely with case managers and career counsellor to ensure service provided meets needs of students
- Answer telephone, direct client to appropriate staff member and assist students
- Perform clerical duties and update employer database
- Perform other duties as assigned by executive director and delegated staff.

Qualifications:

- Most be a returning student, youth
- Strong communication skills both verbal and spoken
- Be self-motivated
- Ability to work as part of a team
- Strong computer skills—Microsoft, Suite

Apply to this position in the following manner:

In Person – drop off resume at 63 Victoria Street East, Amherst NS

E-mail - submit resume to Geoff de Gannes geoff.degannes@cansa.ca

Closing date – April 21, 2018 at 4 pm