**Summer Student Support Worker**

**Nova Scotia Works CANSA**

*Duration:* 8 weeks at 37.5 hrs per week

*Wage:* $11.55

The **Student Support Worker** reports to the Executive Director and 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 and assist with job line radio show
* 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 associated with position
* Perform other duties as assigned by executive director and delegated staff.

Skills and Qualifications:

* Most be a student who is entering or returning to post secondary. Youth under 30 years old. (Canada Summer Jobs Project)
* Strong communication skills both verbal and spoken
* Be self-motivated
* Ability to work as part of a team
* Strong computer skills

***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 *bernice.vance@cansa.ca*

Closing date – *May 30, 2019 by 4:30 pm*