

Computer Instruction Volunteer

Riverdale Immigrant Women's Centre (RIWC) is a charitable organization with a mandate to serve those facing diverse barriers in their community. Currently offered at RIWC is "Essential Pathways to Employment" (EPE) which is a specialized training program for men and women on Ontario Works. The program's goal is to prepare and better equip these men and women for re-entry into the workforce.

The Essential Pathways to Employment (EPE) program is currently seeking Computer Trainer volunteers to assist in the instruction of Microsoft Office and other basic computer knowledge.

The position requires sound knowledge in MS-Word, MS-Excel, Outlook, MS-PowerPoint, Internet, E-mail and Social Media. We are looking for motivated individuals that can commit to 1 or 2 days a week for 2 hours/day.

This is an ideal opportunity for recent graduates looking for work experience or current students looking for a placement opportunity that counts towards placement or community hours. This opportunity not only adds to your resume, we also provide you with additional references.

Responsibilities

- Facilitating workshops that train participants in basic computer operations, Word, as well as Excel, Power Point, Outlook, Access, internet, email, social media and other IT features that facilitates the job search for students ranging from beginner to advanced.
- Coordination and implementation of instruction in a structured and professional manner. Must be able to explain technical matters in ways that students can readily understand.

Requirements

- Demonstrated experience working from an anti-oppressive framework.
- Strong cross-cultural perspective and awareness; current and informed knowledge of diverse groups.
- Knowledge of electronic resume writing, cover letters, interviewing skills, and job search strategies an asset.
- Excellent facilitation and conflict resolution skills.
- Ability to work independently and as part of a team.
- University, College or Certificate in Computer Science or Computer Training or IT background or proficiency in basic computer operations.
- Second language is an asset

Please send your resume, cover letter and any additional questions to info@riverdalehub.ca, if you are selected for an interview someone from our office will get back to you within 1-2 business days. Thank you for your interest in volunteering at RIWC.

Riverdale Immigrant Women's Centre is an equal opportunity organization. Applications for this volunteer position are accepted and reviewed on a continuous basis.