



Job title:

Educational Resources Assistant

Hourly wage

15.00

Number of weeks

8

Number of hours per week

35.00

Anticipated start date

2022 - 05 - 16

Tasks and Responsibilities

The Educational Resource Assistant will play an important role for the STEAM Education Centre's re//BUILD.IT Community Computer Donation program, and ensuring every low income student, Indigenous Community and low income person in Elgin - Middlesex - London has access to the computer technology they need to acquire skills for the jobs of the future. If you are looking for a role where you can give back to the community then this is the job for you!

The Educational Resources Assistant will work closely with the Executive Director and re//BUILD.IT Community Computer Technician in effectively managing the growing list of computer donation applications and qualifying candidates for the program by coordinating the in-flow of technology donations and out-flow of computer donations. Specifically, the Educational Resources Assistant will contact each computer applicant to qualify them for the program, coordinate computer donation pickups, and work to acquire more technology donations from the community-at-large. As we are a small charity, every member tends to

pitch in where support is needed. Sometimes that means making robots, or collating paper, designing cool projects and cleaning. This role will expand in these ways as needed.

Language required for job: English

Preferred Level of Education of the participant:
No preference (including non-students, recent graduates, etc.)

This job is generously funded by the Canada Summer Jobs program. Priority will be given to:

Youth who are early leavers of high school, not in employment, education or training
Black and other racialized youth
Youth with disabilities
Indigenous youth
Small businesses and not-for-profit organizations that self-report as having leadership from groups that are under-represented in the labour market

To be eligible, youth must:

- be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

To apply: Please email a Resume and Cover letter