

VOLUNTEER COMPUTER SUPPORT

Times Change Women's Employment Service is a non-profit community agency providing employment and educational counselling; job matching and placement; a Resource Centre; and computer services to women, all free of charge.

We are seeking a volunteer for our Computer Room to provide support with the following:

- Creating resumes and cover letters
- Setting up and assisting with computer tutorials and/or workbooks
- Researching jobs on the Internet
- Sending resumes online
- Additional support as needed

Qualifications:

- Knowledge of Windows 2007 and higher, MS Word, Excel, PowerPoint, Internet and Email
- Patient demeanor with warm customer service and communication skills
- Strong ability to work independently
- Culturally aware and sensitive to women's needs
- Knowledge of Simply Accounting, Quickbooks, Sage and In Design Programs an asset
- Hours: Minimum 3 hours per week between 9:30am -12pm or 1:30pm-4:30pm (Mondays-Thursdays and 9:30-2:15pm on Fridays)
- Minimum 1 year commitment required

If you are interested in this volunteer opportunity, please submit your resume and cover letter directly to kary@timeschange.org.

Please note: Tokens and training will be provided.