



CALGARY IMMIGRANT WOMEN'S ASSOCIATION

VOLUNTEER POSITION DESCRIPTION

TITLE: Administrative and Workshop Support for Employment Skills Program

DEPARTMENT: Employment Department

REPORTS TO: Employment Skills Program

This program equips immigrant women with the tools, skills, and knowledge necessary for a successful job search. All CIWA volunteers are required to provide a Calgary Policy Services security check.

SUMMARY OF POSITION

Assist program leader in creating student/client files, follow-ups, and setting up the classroom space to ensure the smooth running of the workshop. Time commitment is 3 months minimum; days and times vary, depending on volunteer availability.

DUTIES AND RESPONSIBILITIES

- Attend and participate in CIWA events
- Filing, arranging, creating and sorting files and documents
- Calling CIWA clients for follow ups
- Using computers for office work
- Summarizing evaluation forms
- Photocopying, setting up multi-media equipment, helping during employment workshops, distributing and collecting evaluation forms

STANDARDS OF PERFORMANCE

- Ensure that professional approach is aligned with CIWA values
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times

QUALIFICATIONS

- Great commitment
- Good organizational skills
- Excellent telephonic communication
- Good computer skills (Word, Excel, PPT)

If interested, please contact:

Volunteer Program

Direct line 403-517-8830

E-mail volunteer@ciwa-online.com