

Job Title: Programs Support

Hours of work: 35 hours per week

Job Type: Full-time contract (1 year)

Short Description:

The Lakehead Social Planning Council (LSPC) provides dynamic leadership for social change, and is dedicated to building a better community through strategic alliances, social research and the provision of valid, reliable information. LSPC is the 211 service provider in Northern Ontario and also delivers poverty reduction programs/services that include information and referral, Low Income Energy Assistance Program (LEAP), Ontario Electricity Support Program (OESP), Phones for Families, and a Community Volunteer Income Tax Program (CVITP).

Duties:

- Answer incoming telephone and walk-in inquiries
- Conduct assessments to determine program eligibility
- Complete program application forms
- Process applications as per program requirements
- Conduct needs assessments as needed/required
- Participate in fundraising activities (e.g. Community Bingo)

Qualifications:

- Post-secondary education, or equivalent
- Flexible and able to work in a fast-paced environment
- Strong written and verbal communication skills
- Knowledge of human services
- Ability to work independently and as part of a team
- Working knowledge of computer and Microsoft Office programs
- Must be able to stand/walk for lengthy periods of time

Hours of Work:

Hours are Monday to Friday between 8:30am and 4:30pm, for 35 hours per week, with the possibility of occasional evenings and weekends.

Application Process:

For consideration for this position, please submit by email a resume and cover letter to Marie Klassen, Executive Director, mklassen@tbaytel.net.

We thank all applicants for their interest; however only those candidates selected for interviews will be contacted. As an equal opportunity employer, the LSPC encourages applications from all people including Indigenous peoples, persons with disabilities, and members of visible minority groups.