

Resource Support Associate

15h per week, 26 weeks, 16/hr rate

Contract starts as soon as the suitable candidate has been chosen

[KW Tenant Group](#) and the [Social Development Centre Waterloo Region](#) are looking for a Resource Support Person to augment their team working in Traynor-Vanier neighbourhood.

The Associate would work under the conditions outlined in the Community Development Infrastructure Grant application funded by the City of Kitchener and in the community space in a privately owned building complex by Northview Apartments REIT.

General responsibilities under the direct supervision of the KW Tenant Group and the Community Coordinator on site from the Social Development Centre Waterloo Region are:

- Making sure the procedures are followed for storing, buying, cleaning and inventory of the furniture, technology, items and documentation.
- Provide access to the community room during activities and programs held on Tuesday afternoons, Wednesday and Thursday mornings for the moment, making sure the room is left in good state and that the processes for the use of the room are followed.
- Provide logistical support to the activities organized by the KW Tenant Group and create communication formats (flyers, FB postings, emails) when needed.
- Provide basic information and referral to the tenants regarding KW Tenant Group activities, tenant support information, and provide referral to partner organizations when applicable.
- Report on ongoing basis and negotiate tasks with the Community Coordinator.
- Attend meetings with the KW Tenant Groups and the management staff as needed and ensure good communication with the Northview staff on site.

Skills required:

- Good communication and interpersonal skills
- Experience working with vulnerable population
- Reliability and punctuality
- Dependable team member able to work with different personalities and organization structures
- Skills working with technology to maintain ongoing electronic documentation and communication with stakeholders
- Information and referral experience is an asset
- Living in Traynor-Vanier or being familiar with the area is an asset

Training will be provided.

Please send your cover letter and resume to admin@waterlooregion.org by Monday September 26th 2016, attention of Trudy Beaulne, Executive Director of the Social Development Centre WR.