

# Working Skills Centre

## Outreach Assistant

Position Type: Unpaid Volunteer Position  
Location: Toronto (downtown)

Date Ad Posted: 10/10/08  
Application Deadline: 10/30/08

WSC is currently seeking an Outreach Assistant to provide support to Outreach Coordinator and WSC staff.

### **Responsibilities:**

- Assist Outreach Coordinator with outreach presentations
- Assist with cold calls reaching different community centres
- Outreach to ethnic medias such as radio, television, and newspapers
- Update flyers
- Research community outreach possibilities
- Invite community representatives from other agencies, social service or employment assessment centres
- Arrange open houses
- Update WSC PowerPoint presentation

### **Qualification:**

- Fluent in verbal and written use of the English language with minimum CLB level 6
- Excellent communication and interpersonal skills
- Ability to market the outreach presentation
- Positive attitude and professional approach
- Professional telephone manner
- Knowledge of working and interacting within communities
- Friendly and approachable personality to interact with immigrants

### **Job Contact Information**

Svjetlana Topalovic  
HR & Volunteer Coordinator  
Working Skills Centre  
350 Queen Quay West, Suite 204  
Toronto, ON M5V 3A7

Phone#: (416) 703-7770

Fax: (416) 703-1610

Email: [stopalovic@wscservices.net](mailto:stopalovic@wscservices.net)

For more information visit: [www.workingskillscentre.com](http://www.workingskillscentre.com)