



Job Title: WIMI and Resource Centre Assistant

Job Summary: Primarily be responsible for assisting and supporting the PICS **WHIMI Team.**

Work Tasks and Responsibilities:

- Research job opening for WHIMI participants as required
- Make a list of daily jobs for participants
- Assist participants to do the computer research as required
- Monitor the activity of the Resource Centre
- Work on computer as required
- File as required
- Photocopy material as required
- Contribute to team efforts by accomplishing related results as needed
- Assist in preparation and development of workshops
- Performs other duties as directed by the WHIMI Team

Computer Centre Skills and Abilities Required:

- Organizational Skills
- Effective Research
- Verbal Communication Skills
- Microsoft Office Skills
- Listening Skills
- Team Work Skills
- Ability to work under pressure
- Professionalism, Open Minded, Flexible and Adaptable to Contribute

Please send cover letter and resume to volunteer@pics.bc.ca

