



905-527-2222

email@abea.on.ca

www.abea.on.ca

117-77 James St. N., Hamilton, ON L8R 2K3

Part-time Office and Assessment Support

About Us

The Adult Basic Education Association (ABEA) is a not-for-profit organization that acts as the learning network in Hamilton. We are the central referring agency for adult education and upgrading.

We are looking for someone who is motivated, energetic and passionate about assisting clients that may face multiple barriers to their goals.

Job Duties

- a. Act as the first point of contact for phone calls and walk-ins and direct them as needed
- b. Complete follow-up interviews with clients
- c. Assist with Educational Planning Assessments (scheduling, referring agency correspondence, facilitation, marking, administration)
- d. Facilitate assessment activities with clients (at ABEA and offsite at community partner locations)
- e. Maintain client information spreadsheet
- f. Attend meetings as needed and take minutes using approved templates
- g. Offer outreach presentations to clients and staff through community partners
- h. Develop content and maintain social media pages
- i. General office duties as required (filing, photocopying, etc.)
- j. Other duties as assigned

Key Assets

- a. Direct work experience in a social service setting
- b. Knowledge of Hamilton community programs/resources
- c. Knowledge of or past experience working in the Literacy and Basic Skills program or continuing/adult education

Key Skills Required

- a. Strong oral and written communication skills
- b. Ability to work independently and problem solve
- c. Ability to work as part of a team
- d. Advanced working knowledge of file management, Internet/email, Google calendar/apps, cloud storage, Microsoft Office Word and Excel

Education

Completed post-secondary program in a relevant discipline (for example, education, social services/sciences, psychology).

Reports to	Executive Director
Starting salary	\$21/hour
Hours/week	20 (day - Mon-Fri)
Closing date	August 3, 2018, 4:00 pm

Submission Details Please submit a cover letter and resume in a single document. Your cover letter should outline how your education, skills and experience specifically relate to the position. Save your document as "Last Name, First Name-ABEAPosting". Email subject line - "ABEA Posting"

Submit to email@abea.on.ca

Potential start date Late August/early September

End date March 31, 2019 (possibility of extension dependent on funding)

Thank you to all those that apply. Only those selected for an interview will be contacted.

ABEA is an equal opportunity employer who is committed to supporting a diverse, inclusive working environment. Upon request, ABEA will provide reasonable accommodation for disabilities to support participation in the recruitment process.

For detailed agency information please visit our website - www.abea.on.ca