



Employment

Internal Job Opportunity

POSITION: Local Immigration Partnership Assistant		JOB POSTING #:	
DEPARTMENT:	Community Development and Health Services	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543541
POSTING STATUS:	Regular Full-Time	POSITION #:	4970
# OF POSITIONS:	1	GRADE/CLASS:	0.09
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$22.60 to \$26.62 per hour
		HOURS PER WFFK:	33.75

DUTIES:

Reporting to the Manager, Social Policy & Planning; who also serves as the Project Manager of the Windsor Essex Local Immigration Partnership (LIP). The Local Immigration Partnership Initiative is funded by Citizenship and Immigration Canada with funding renewed on an annual basis.

The Local Immigration Partnership Assistant position is responsible for all clerical support duties and general office work related to the operation of the Windsor Essex Local Immigration Partnership and its initiatives. This position is required to work as a member of an innovative team which staffs a community planning body with over 40 members throughout Windsor and Essex County. Duties include taking notes at LIP-related meetings and creating summary minutes from notes, logistical organization of meetings both within and external to the Corporation, the ongoing maintenance of extensive contact lists, creation of flyers and other promotional material as assigned, maintenance of filing system, maintenance of website information and interaction with community partners both within and external to the Corporation, including representatives from all levels of government. This position requires communication with a wide range of stakeholders in an enthusiastic, helpful and courteous manner. Perform other related duties as required. Occupational Health and Safety duties as outlined in the Corporate Health & Safety program.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year post secondary education in Office Administration from a Community College or Ontario Ministry of Education equivalencies **OR**
- Must have an Ontario Secondary School Graduation diploma combined with 10 full time years experience with the Corporation of the City of Windsor in an administrative/secretarial/clerical position with successful completion of all three levels of the Computer Technology Certificate.
- Must have over one (1) year experience in an office setting using the Microsoft Office Suite of Products including Windows, Word, Excel and Outlook.
- Must have a minimum accurate typing speed of 50 w.p.m.
- Must have neat and legible penmanship.
- Must demonstrate strong organization and multi-tasking skills.
- Familiarity with Social Services considered an asset.
- Familiarity with services related to Newcomers in Windsor and Essex County considered an asset;
- Training in computer systems/programs including Windows, Microsoft Word and other Microsoft Office Software (i.e. Excel and PowerPoint) will be considered an asset.

POSTING SPECIFICS:

- Posting Period:**
- , 2013 at 8:30 AM to , 2013 at 4:30 PM
 - **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**
- Who May Apply:**
- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
- How To Apply:**
- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.
- Apply To:**
- In person to the Human Resources Department or one of the Customer Care Centres
 - By faxing your Job Transfer Form and resume to the Human Resources Department
- Updated:**
- By Human Resources February 6, 2014



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www.citywindsor.ca