



**Membertou**  
WELCOMING THE WORLD!

## Employment Opportunity

**Job Title:** Community Access Program (CAP) Site Assistant (1 Full Time & 1 Part Time)  
**Reports to:** Director of Education / CAP Site Coordinator  
**Department:** Education

Membertou is seeking the services of an energetic, enthusiastic, honest, creative, hardworking individual to fill the position of the CAP Site Assistant. The CAP Site Assistant is responsible for assisting with the daily operations of the CAP Site and the general development of the programs.

### Duties & Responsibilities:

- Maintaining a safe and clean environment in the CAP Site.
- Assuring all system/software/equipment is regularly up to date and functional.
- Assist in maintaining guidelines are in accordance with CAP Society standards.
- Assist in maintaining day-to-day operations.
- Assist in maintaining usage log.
- Assist in creating IT related activities to ensure services are available to the community.
- Assist members of the community and organization with any IT related consulting and technical support.
- Provide assistance to clients when utilizing the centre.
- Maintain computer network operability.
- Responsible for facilitating the centre to suit the needs of the department.
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or to the Education Department
- Attend monthly department staff meetings and weekly Management Team meetings
- Other department related duties as required by the Director/ CAP Site Coordinator

### Qualifications:

- Grade 12 or equivalent.
- Knowledge of computers and internet is essential.
- Successful completion of an IT accredited program/diploma would be an asset.
- Must be flexible as evening and weekend work is required.
- Must provide an updated Child Abuse Registrar
- Must provide an updated Criminal Record Check / Vulnerable Persons Check.
- Must be competent in completing reports.
- Must have excellent writing and communication skills.
- Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

### Working Conditions

#### *Physical Environment*

An office environment with a work station that is comfortable, temperature controlled, and well-lit. Equipment for use is up to date and well maintained.

#### *Physical Effort*

Majority of work hours are spent sitting in an office chair, with frequent opportunities to move around. The incumbent will occasionally need to move or lift objects (up to 25 lbs.) such as offices supplies, equipment, files or boxes.

#### *Sensory Attention*

This position requires keen listening and observational ability due to the nature of discussions with staff and the community. It also requires strong analytical and critical thinking skills in order to assess various related situations, as well as efficient reading and writing abilities in order to create and review documents, including emails, memos and policies.

Resumes with Cover Letters can be submitted to:

Membertou Human Resources Department  
**Attention: Richard Stevens**  
47 Maillard Street  
Membertou, NS B1S2P5

Or via email to:

[jobs@membertou.ca](mailto:jobs@membertou.ca)

**DEADLINE FOR APPLICATIONS:** Friday May 13<sup>th</sup>, 2022 at 4:30 PM AST.

*Thank you for applying, however, only those selected for an interview will be contacted.*