



## Social Media and Computer Technology Guru

### About Accessible Housing

We open doors to homes that are accessible and affordable for people with limited mobility. By providing a continuum of housing and support, we work to ensure that everyone has a home and belongs in community.

### Overview

Are you looking for a great opportunity to make a difference in your community? Accessible Housing is currently seeking an energetic, experienced volunteer to help our residents gain skills in navigating the internet, using online email applications, working with all of Microsoft Office (Word, Excel, Powerpoint, Outlook) and navigating through social media.

### Reports To

Program Coordinator

### Time, location, and commitment

Location of Opportunity:

Location will vary depending on need of the program requiring a volunteer. All of our residencies are located in the NE and NW. The approximate time commitment for this role is 1-2 hours per week, however; hours may increase depending on resident needs. Duration: Long-term, Ongoing (6+ months)

### Duties and Responsibilities

- Work one-on-one with our residents to teach them the tools to navigate through various computer software, internet, social media, etc.

### Qualifications

- Strong computer technology skills which includes strong knowledge of Microsoft Office
- Advanced Social Media Skills
- Superior interpersonal skills
- Strong listening and communication skills
- Prior experience in working with clients with limited mobility is an asset
- Prior experience in working with clients with a history of substance abuse, or homelessness is also an asset
- Patience and strong time-management skills
- Comfortable with one-on-one interaction
- Flexibility and strong problem-solving skills
- Able to work effectively with diverse populations
- Strong verbal and written communication skills
- Deep commitment to volunteering, and community building
- Desire to build strong relationship with our residents
- Desire to fulfill a long-term commitment
- Must have a valid driver's license and vehicle
- Satisfactory Criminal Record Check

We want to fill the position with someone who is committed, passionate and has the time and ability to meet the expectations of the role.

### **Core competencies:**

*Communication:* the ability to communicate both verbally and in writing in an effective and appropriate manner that demonstrates listening and openness.

*Problem Solving & Decision Making:* demonstrates the ability to accurately define problems and uses knowledge and sound judgment to take initiative to make decisions that are in the best interest of all parties involved.

*Self-awareness:* the ability to be self-aware of personal thoughts and opinions and acting in rational and objective manor. Demonstrates emotional control and acts objectively in stressful or challenging situations rather than impulsively or emotionally.

*Initiative:* the ability to direct one's energy and time towards the outlined duties and responsibilities without requiring an external catalyst. Acts in a proactive stance rather than reactive.

### **Physical Requirements**

Sitting for long periods of time.

### **Orientation and Training**

Successful candidates will be sent a volunteer policy manual. Training will be conducted on the first day.

### **Benefits of this Volunteer Opportunity**

- Volunteer for a great organization
- Gain valuable work experience
- Meet new people and explore new opportunities
- Help individuals to develop their computer technology skills
- Have fun and contribute to your community
- Develop interpersonal, leadership, problem solving, communication and time management skills

### **Application Information**

Please fill out the volunteer application form found on our website [here](#). If you have any questions regarding this volunteer opportunity, or any other inquiries regarding Accessible Housing, please contact [info@accessiblehousing.ca](mailto:info@accessiblehousing.ca)