

Internal/External Job Posting

Computer Training Instructor (Canada Summer Jobs)

West Neighbourhood House, formerly St. Christopher House, is a multi-service, neighbourhood-based agency that has served the diverse communities of downtown west Toronto since 1912. The central purpose of West Neighbourhood House is to enable less-advantaged individuals, families and groups in the community to gain greater control over their lives and community.

The Computer Training Instructor position is funded by Employment and Social Development, Canada. As per the Canada Summer Jobs eligibility criteria, the applicant must be between the ages of 15-30, have a valid SIN, and be a Canadian Citizen, Permanent Resident, or person who has been granted Refugee status in Canada. Please note that international students, and those who are in Canada on a work, youth, or visitor visa/permit, are not eligible for the program.

West Neighbourhood House is actively seeking qualified applications from Indigenous, Black and People of Colour, persons with disabilities, women and persons of all sexual orientations and gender identities/expressions. Applicants with lived experience as a participant of West Neighbourhood House programs, or related programming from similar organizations, are also strongly encouraged to apply.

West Neighbourhood House will provide accommodation throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please indicate the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.

Responsibilities:

The position will support the Adult Learning Programs by providing small group digital literacy workshops to a diverse group of adults, many of whom have limited education and/or are looking for work.

- Deliver in-person and online computer and digital literacy workshop series on a variety of topics such as Office 365 (Outlook, Teams, Word, Excel and PowerPoint, Smartphones);
- Develop and refine learning materials for tutors and learners;
- Maintain records of contacts with participants;
- Liaise with external partners as required;
- Attend and participate in Adult Learning Team meetings;
- Participating as a team member in the delivery of other activities in the Adult Learning Programs;
- Participating as a team member on planning initiatives, in-House committees or activities;
- Providing other related assistance to the Older Adult Centre programs as required;
- Performing other duties as assigned.

Qualifications:

- Strong interpersonal and communication skills;
- Strong digital literacy skills;

West Neighbourhood House is an equal opportunity employer. We thank all applicants, but only those candidates to be interviewed will be contacted.

A United Way Member Agency

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- Comfortable working with a diverse group of adults with various levels of education;
- Experience facilitating online and in-person groups;
- Able to work alone and as part of a team;
- Experience with Sharepoint and Teams would be an asset;
- Hours will be primarily daytime but may include evening hours.

Status: Full Time Summer Contract for 240 hours (Non-Bargaining Unit Position)
Location: 1033 King St. W.
Start Date: June 16, 2025
Hours: 30 hours per week
Rate: \$17.72 per hour
Unit: Community Programs and Social Change
Immediate Supervisor: Coordinator, Career Pathways and Adult Learning
Posting Date: April 23, 2025
Closing Date: May 7, 2025

Please send your resume and cover letter clearly indicating “Computer Training Instructor (Canada Summer Jobs)” by 5:00 pm on the closing date to:

Hiring Committee
jobs@westnh.org