



JOB OFFER – Summer Contract

Position: Community Information Agent

Organization: West Island Community Resource Centre (CRC)

Project period: 9-week summer project (some flexibility with dates)

Schedule: 32 hours per week

Hourly Rate: \$20/hour

Position Summary

The Community Information Agent will play a central role in supporting CRC's front-line information services by answering incoming calls on our community referral line and collecting data on the impact of CRC programs. The student will also contribute to maintaining up-to-date resource listings, supporting publications, and promoting CRC's digital tools.

Key Responsibilities

- Answer incoming phone calls on CRC's referral line, provide accurate community resource information, and direct callers to appropriate services.
- Collect, organize, and analyze data related to the use of CRC services and the impact of its programs, including user feedback and emerging community needs.
- Review and update existing community resource listings.
- Identify new local services and upload relevant information to CRC tools (website, publications, database).
- Support the development and launch of a new virtual collaboration space for community partners.
- Assist in the production and distribution of CRC resource guides and publications.
- Support digital and social media strategies to promote CRC services and tools.

Eligibility Requirements

- Be between 15 and 30 years of age at the start of employment.
- Be a Canadian citizen, permanent resident, or someone with refugee status.
- Be legally entitled to work in Canada.

Desired Qualifications

- Comfortable with client service and phone communication.
- Organized, independent, and able to manage multiple tasks accurately.
- Experience in data entry, research, or program evaluation (strong asset).
- Proficiency in MS Office, WordPress, and social media platforms.
- Knowledge of the West Island community sector (asset).



- Experience in a nonprofit or community organization (asset).
- Bilingualism (French and English) is a strong asset.

How to Apply

Deadline for application: May 20, 2025

Please send your cover letter and CV by email only to:

khadley@crcinfo.ca Subject: Summer Job