

Benefits Navigator

Volunteer Description

Each year the Women's Centre works with volunteers to assist low income women with completing their tax returns and helping them to understand the different government programs they may qualify for. Training will be provided.

Duties

- Assisting women who have completed their taxes at the Centre with finding out what other benefits they may qualify for in the community.
- Providing women with support through active listening and talking to women in general to facilitate social connections.
- Maintain an inclusive and welcoming space for all women

Requirements

- Computer skills related to internet browsing and Microsoft Excel.
- Ability to work with a diverse range of women in a non-judgemental manner.
- Ability to work both independently and as a team member.
- Participation in an initial orientation and ongoing training sessions.
- An interest in women's issues and in helping women.
- Good listening and communication skills.
- A willingness to work within the philosophy of the Women's Centre.
- To commit three hours per week.

Time commitment

This position requires a minimum time commitment of 3hrs/week for 12 weeks commitment from mid March to June