

Job Title: SIT Computer Technician– Volunteer/Co-Op/Internship Opportunity

Program: Share IT

Reports to: SIT Technology Coordinator

Status: IP/Co-Op

Start date: ASAP

Time Commitment – Full time – flexible hours

Application Deadline: ONGOING

Community Environment Alliance of Peel (CEA), a registered, not-for-profit community-based organization based in Mississauga has a Computer Technician Co-op/Internship position opportunity. The Person will add value to the CEA team and offer assistance to meet **Share IT** program objectives. The Share IT is an award winning community based initiative that provides Technology Access support and services to families in need while protecting our environment.

While we would like you to have passion for computers – no previous experience is necessary. In house training will be provided.

CEA provides a safe, professional and happy work environment for everyone.

Responsibilities:

- Perform diagnostic test to assess reusability/recyclability of donated computers
- Disassembles computers, parts and peripheral as per guidelines and safety standards
- Perform basic trouble shooting and repair of computers
- Assist donors with computer drop off
- Assembles and compiles data in prescribed format
- Performing relevant tasks as needed.

Qualifications:

- Positive attitude and willingness to learn
- Interest in/passionate with computers
- Able to understand guidelines and follow instructions
- Proficient in Microsoft Office (Word, Excel)
- Excellent communication and people skills
- Able to work in a small team with people coming from diverse cultures
- Able to juggle between tasks and keep up with the pace of the program which oftentimes is intense

Workplace Requirement:

- Safety shoes
- Police check

Application process:

Send you cover letter and resume to . lherrera@communityenvironment.org

Please mark: "Share IT Technician Position" in the subject line.

Only candidates selected for an interview will be contacted. **NO PHONE CALL PLEASE.**

We are an equal opportunity employer and deeply committed to workplace diversity.