

You found this job on indeed.ca and then researched the school's website and found the principals' name is Kelsey Onatookh.

Job Title: English and Social Science Teacher for Online High School

Orangeville Private Academy, 1245 Guard Dr., Caledon, ON L7E 1X5

We are looking for an experienced Ontario College of Teacher-certified high school teacher to join our team and develop the Grade 12 University preparatory courses for our online high school. You must be familiar with course design and Ontario curriculum.

This is a convenient and flexible home-based project. Contract, part time, and work during evenings and weekends are all possible.

Who We Are

We are building an online learning platform that allows high school students in Ontario to learn via video lessons.

Who We Are Looking For

Candidates must be self-directed and comfortable with technology and innovative teaching methods. You should have strong communication skills, be detail oriented, and be organized. Complete fluency in English is a requirement.

Responsibilities

- You will be helping us develop video lectures that help high school students in Ontario.
- This includes designing and developing online lecture materials that meet and exceed the Ontario Ministry of Education's requirements for OSSD credits (including audio/visual presentations), teaching the material through pre-recorded videos, composing tests, quizzes, and assignments.
- Previous experience with LMS technologies (D2L, Canvas, Brightspace, or Moodle) is an asset but not essential.
- You are **required to produce** a 15-minute demo lesson as part of our interview process.

Qualifications:

- Minimum Bachelors degree in a related field
- Ontario Certified Teacher (OCT) preferred
- Bachelor of Education is an asset
- Master of Education is an asset

These positions are not real and are intended only for educational purposes.

You met Carla Moretti (Manager) at a University volunteer fair where they told you about this position.

Job Title: **Regional Marketing Event Coordinator**

Boardwell Residential, 345 Elm St., Toronto, ON N8V 2K4

Do you aim high? Are you genuinely helpful? Are you looking for a place where you can make a difference, receive ongoing support and training, and build a rewarding, long-lasting career? Then you may be a good fit for Boardwell Residential, North America's foremost property management firm. We are all about our associates, and as we continue to grow, we are looking for even more quality people who share our dedication to doing what's right, improving residents' quality of life, building great relationships, and truly making a difference for their clients, their colleagues and themselves. Is that you? If so, we think you should get to know us.

The role of **Regional Marketing Event Coordinator** is a key role in the North Region Marketing team, supporting key Lead Generation and brand awareness activities through the support of planning and execution of events and webinars.

The job duties for this role include, but are not limited to the following:

- Plan and lead execution of all campaign related events and webinars
- Collaborate with local event administrative support and the Business Development team to execute planned educational events and webinars.
- Track and maintain event calendar and event process.
- Provide event post-mortem analysis and key learning reports to stakeholders.
- Create email marketing campaigns using a marketing automation platform.
- Work closely with Marketing and Communications Coordinator, and Graphic Designer to create compelling website experience for events.
- Manage relationship with external suppliers (printers, mail house, etc.)
- Conduct business always with the highest standards of personal, professional, and ethical conduct
- Ensure all safety precautions are followed while performing the work.
- Follow all policies and Standard Operating Procedures as instructed by Management.
- Perform any range of special projects, tasks and other related duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- Excellent organization, motivation, time management and interpersonal skills
- Strong analytical and project management skills
- Excellent customer service skills
- Strong verbal and written communication skills
- Ability to meet deadlines and work under pressure.
- Strong time management and prioritization skills
- Must have a strong work ethic and be detail-oriented with excellent organizational and multi-tasking skills.
- Graphic design experience an asset

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You belong to a support worker network that sends you job postings by email every week. This week this was one of the open positions. The contact person is Jodi Lemieux.

Job Title: Developmental Support Worker

Clients First, 3600 Cleary Ave, Ottawa ON K1H 6L8

Client First has been operating specialized, community homes in Ontario for many years for adult individuals with **complex special needs** who are often **dual diagnosed**.

We create specialized, individual services that support the independence, inclusion, and dignity of the individuals we service and support.

Qualifications/Experience:

- Completion of a relevant University program in health science, social work, disability studies, psychology, or other helping discipline
- Willingness to complete a Certification in Safe Management Group Crisis Intervention (SMG)
- Ability to plan, prioritize, organize, and implement daily routines responsibilities.
- Strong English verbal and written communication skills
- Ability to use discretion in a fast paced, residential treatment setting.
- Sound crisis management skills
- Full G-Class driver's license and valid insurance
- Valid First Aid Certificate and CPR level C

Responsibilities:

- Participate in the implementation of behavior support plans including hands-on care and daily living activities. Provide direct and indirect support to individuals as required by personal support plans.
- Promote community inclusion, independence and self-determinism for the individuals supported. Support clients to identify, work towards and achieve their goals/personal outcomes.
- Encourage self-expression of individuals supported and remain knowledgeable of verbal and nonverbal communications, including alternative communication systems and techniques.
- Complete all required electronic documentation and reports, accurately and within set time frames.
- Apply behavior techniques and interventions. Assist in the implementation of behavioral plan for the client and reporting on the progress of the client's plan.
- Provide careful and accurate observation of clients, completing written assessments and reports throughout shifts.
- Encourage and assist clients to participate in social, educational, community and recreational activities to enhance their experience and quality of life.

Work Conditions:

Clients First has Standard Shift work required that occurs in this industry of some evenings, weekends, and Holidays. Must have physical fitness sufficient to: Kneel, squat, bend, and twist regularly; regularly lift and/or move up to 50lbs.

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You found this job posting on LinkedIn and then used LinkedIn to find Chris Colasanti, the hiring manager.

Job Title: Settlement Worker

Community Services Windsor, 2399 Ouellette Ave, Windsor ON, N9B 3P4

Essential duties and responsibilities:

- Facilitate access to needed services and resources where there are barriers due to language, culture, and race by providing interpretation or translation.
- Provide needs assessment, information, and orientation services to newcomers, to facilitate adjustment in the community and the settlement process.
- Outreach and deliver / facilitate settlement workshops based on developed materials to newcomers and their families.
- Respond to clients' enquiries in a timely manner and ensure accurate information is available to clients for accessing services and programs.
- Prepare and submit accurate and timely statistical and progress reports as required.
- Establish and maintain excellent working relationship and communication with internal and external groups.
- Recruit and train volunteers in supporting the planning and implementation of programs.

Qualifications:

- Canadian university degree or equivalent in a related discipline.
- Certification or training on Community Services, Counselling, or other related disciplines an asset.
- Excellent understanding of the cultural and social background of immigrant families; knowledge of programs and services for immigrant families, and resources available to assist them in integration and adaptation to the new society.
- Proven abilities in program and service organization and coordination, referrals, task management, and working with diverse cultures and mixed age groups.
- Be innovative and skilled in program design, activity organization and community outreach; accomplished skills in life skills facilitation, performing arts, sports, and other youth programming skills.
- Strong interpersonal and communication skills with youth and parents.
- Excellent oral and written English skills, public speaking, and report writing skills; proficiency in a second language commonly used by clients – Chinese, Farsi, Arabic, Hindi, or Tamil.
- Confident and experienced in virtual service delivery is a definite asset.
- Proficiency in computer; Microsoft Office, graphic software and social media that facilitate work, communication, and online marketing.
- Flexible, ability to work regularly in evenings and weekends and travel.

Other Requirements:

- Ability to perform some physical activities (e.g., lifting and loading program materials and office equipment).
- A negative result in Vulnerable Sector Screening is mandatory.
- Valid Ontario driver's license and access to a car to carry out duties is preferred.

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Your contact at this company is Jesse Maravich, founder, and president of CDP. You met them at a networking event last week.

Job Title: Content Writer

CDP Consulting LTD, 1049 Goyeau Ave, Suite 100, Windsor ON, N9B 3P4

We are looking for writers who are proficient and experienced at writing example essays or polishing grammar on numerous subjects, editing resumes/cover letters, writing a wide variety of website content etc. We have a team of professional writers who work at our offices in Burnaby, BC. However, we are currently expanding in Windsor and do plan on opening the office in Windsor soon. The work will be done remotely until our Windsor office opens.

Responsibilities and Duties

- Following instructions to produce high-quality original content.
- Working hours would be adjusted based on the writers' writing quality and efficiency.
- Average writing speed: 400 words/hour

Qualifications and Skills

- Must be able to generate multiple, high quality, attention grabbing articles.
- Sophisticated and professional in grammar and general writing techniques
- Be enthusiastic to learn new skills and follow instructions well.
- Highest level of proficiency in researching and writing.
- Be patient, willing to communicate with the supervisor and colleagues to fulfill the writing requirements.
- Original writing or paraphrasing with provided reference is required.
- The ability to self-edit and proof one's own copy.

Experience:

- Academic writing: 1 year (Required)
- Provide 3 writing samples with your application documents.

Education:

- Bachelor's Degree (Required)

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When you looked at the top Canadian Employers list you found this company and then this job on their website. The HR managers name is Mackenzie Seriff.

Job Title: Bio-Analytical Laboratory Analyst (ID# 7998-02)

Silver River Laboratories, 100 Acadian Square, Toronto, ON M2N 3P7

The incumbent will conduct bio-analytical projects, including sample preparation, perform general laboratory procedures, maintain/calibrate, and operate laboratory equipment in accordance with Principles of Good Laboratory Practice.

KEY RESPONSIBILITIES:

- Perform extraction of drugs and metabolites from biological matrices, by established procedures and in compliance with Principles of Good Laboratory Practice, SOP, and regulatory guidelines.
- Well versed with the extraction techniques includes but not limited to, protein precipitation, liquid-liquid extraction, supported liquid extraction solid phase extraction, derivatization etc.
- Operate and maintain calibrated laboratory instrumentation such as LC-MS/MS, balances, evaporators, centrifuges, pipettes, pH meter etc. in accordance with SOP specifications.
- Perform project specific laboratory documentation (e.g., laboratory logbooks/ worksheets, analytical data, project notes/forms/memos) for assigned projects and regulatory submissions and in compliance with the Principles of Good Laboratory Practice and responsible for the quality of the data.
- Assist Research scientist to perform root cause analysis and corrective action when batch failure occurs.
- Participate in general laboratory operational duties such as freezer records, reference standard material records, chemical inventory records, and laboratory supplies as assigned.
- Identify and report instrumental, analytical, health and safety issues.
- Notify department management regarding omissions, incomplete results, or other irregularities.
- Work in safe manner that does not endanger yourself and coworkers.
- Flexible to work in-shifts, necessary to ensure completion of assigned tasks.
- Perform other duties as assigned.

POSITION REQUIREMENTS:

Qualifications:

- Completion of a Bachelor's degree in Science or an equivalent program is required.
- Report writing skills with effective written and oral communication in English is required.
- 1-2 years experience in a lab environment is preferred.
- Knowledge of extraction procedures, method validation, instrument calibration and spreadsheet software are considered an asset.
- Excellent analytical, organizational, and interpersonal skills are essential.
- Must be flexible and effective in completion of tasks. Ability to retain and apply technical data and to source out required technical information of moderate complexity.

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You learned about this job from a recruiter you spoke with recently at a job fair named Lisa Gervais. The hiring manager is Terry Ann Radcliffe.

Job Title: Probation and Parole Officer (FT-345)

Ministry of the Solicitor General, 5477 Queen Street, Timmins ON P6A 1L3

Probation and Parole Officers are honest, accountable, caring, ethical, respectful, inclusive, and are passionate about reducing recidivism to support victim and community safety. This is an exciting and intrinsically rewarding career within the Ontario Public Service where you can assist the offender population in making significant changes in their lives.

Mandatory

- Degree (from an institution authorized by the province to grant degrees) in one of the following disciplines: social work, psychology, sociology, and criminology.

Applied social work expertise:

- Demonstrated counselling and motivational interviewing experience.
- Relationship building skills to counsel, provide offenders with guidance and support.
- Demonstrated ability to develop, implement, monitor, update and evaluate offender-focused case management.
- Experience in the delivery of structured individual and group interventions

Communication and interpersonal skills:

- Demonstrated interpersonal skills to contribute to a respectful workplace that values human rights, diversity, inclusion, and equity.
- Skills and ability to ensure completion of the administrative components of case management (including documentation, data entry, meeting deadlines and managing multiple priorities)
- Verbal communication skills to work effectively with colleagues, offenders, victims, stakeholders and justice partners with diverse needs and perspectives.
- Demonstrated ability to gather and present information verbally and in writing in a clear, accurate, concise, and professional manner.

Experience working with Indigenous offenders

- Demonstrated insight into the impacts on offenders, victims, and communities who have experienced the effects of systemic barriers and intergenerational trauma.
- Demonstrated understanding of Indigenous peoples' histories, the impacts of colonization, systemic discrimination and barriers, and intergenerational trauma, and of the unique needs of Indigenous offenders, victims, and communities.
- Demonstrated ability to integrate culturally appropriate, relevant, and meaningful services and methods of intervention for offenders in their healing journey, and to support reconciliation.
- Creativity, flexibility and respect for Indigenous perspectives and traditional approaches to achieving and maintaining change.

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While attending the annual University job fair you met, Giselle Renaud, a representative from the Peel School Board, who told you they were hiring for this role.

Job Title: Database Administrator (2641619)

Greater Peel County School Board

1200 Caila Dr.

Peel, ON N5G 3T3

The Greater Peel County School Board invites applications from qualified, team-oriented individuals for the full-time position of Database Administrator in the Information Technology Services Department.

Nature and Scope of Position

- Identifies and documents the stakeholder functional and data requirements based on a business process description to ensure that the final deliverable coincides with the context of the business operations.
- Manages and documents the translation of business needs into technical solutions and specifications to communicate to the project team activities, resources, and deliverables necessary to meet business objectives.
- Confer with colleagues to determine impact of database and computer application changes on other systems. Estimate effort for making changes to database and make recommendations.
- Create models for new databases and computer applications and changes to existing systems.
- Install, configure, maintain, and upgrade database and/or SharePoint server software and computer application software.
- Plan and coordinate data migrations between systems.
- Co-ordinate functionality and load testing with end users, third-party vendors, and quality assurance groups.
- Train and provide support to users.

Essential Skills and Qualifications:

- University degree preferably in Computer Science, or a Programmer Analyst college diploma from a recognized college.
- A minimum of 1 year experience in database administration, analysis, and design and .Net application development, including proficiency in PHP, Java, ASP, .NET, C#, MS-SQL Server, MS-Access, Crystal Reports, MS-Excel, MS-SharePoint, and relational data models.
- Proficient skills in database software with extensive understanding of accounting systems, Human Resource systems, Inventory systems, Order processing systems, Payroll systems, Data Warehouses, spreadsheet software and word processing software.
- Experience with student information management systems, administrative school board business management systems, the Cognos reporting tool is preferred.
- Demonstrated experience and participation at all levels of team involvement. Strong interpersonal skills. The ability to work with computer users to understand, negotiate and interpret their requirements. Strong customer service orientation.
- The ability to work independently, with little supervision.

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Your friend recently applied to this job and shared the posting with you. The HR Manager is Danny Beal.

Job Title: **Client Experience Associate**

ABC Bank, 2387 Wyandotte St. E., Windsor ON, N9A 3P4

Company Overview

At ABC Bank, we are the frontline. We strive to build deep and long- lasting relationships with our clients. By understanding their needs and providing personalized financial solutions, our purpose is to help our customers and small businesses achieve their financial goals. Join ABC Bank and think like a customer, act like an owner, innovate with purpose and execute with an impact.

Job Description

Can you bring your charming self to work and make customer interactions delightful one? Can you process financial transactions accurately and get a sense of achievement by providing excellent customer experience? If so then, take the next step to your future today and apply for the position of **Client Experience Associate**. We are expecting an all-around champion who can understand client needs and advise best suited banking solutions for a positive customer experience.

In this role, you will:

- Process financial transactions like deposits, withdrawals, and bill payments as per standardized operating procedures, industry regulations and ABC's Code of Conduct and Ethics
- Understand and determine customer needs to recommend solutions specific to those needs while exercising discretion in confidential matters.
- Respond and resolve customers' concerns using standard procedures and escalating non-standard activities, as necessary.
- Achieve assigned goals and business objectives by promoting banking solutions and completing business processes in a timely and accurate manner.
- Help build a positive, diverse, and equitable work environment by promoting team effectiveness as well as participating in personal performance development.
- Deliver quality client experiences and recommend operational improvements where opportunity exists to improve and achieve operational excellence.

Job Requirements

- Undergraduate degree or equivalent is an asset.
- Strong administration, organizational, planning and time management skills to work in a fast-paced environment.
- Hands on knowledge of using MS Office (Word, Excel, and Outlook) and internet
- A go-getter who can exercise initiative and be accurate and detail oriented to handle several tasks and changing priorities.
- A dynamic communicator with established customer experience skills who can connect, both verbally and in writing, with different people in a calm, courteous, and effective manner

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You heard about this job on Twitter and found the manager's name, Dave Omora, using LinkedIn.

Job Title: Sales Team Member

Martins Department Store (MDS)

12899 Tecumseh Rd. E, Windsor ON, N9A 3P4

Every day at our stores feels like a new adventure, that's what makes the work so exciting. The challenges, problem-solving and constant variety are just some of the things that you'll discover working with us too!

Team members can look forward to:

- One-of-a-kind, inclusive culture
- Dedicated training and on-the-job resources to enhance your development.
- Merchandise discount for yourself and eligible family members at all MDS stores in Ontario
- Associate and Family Assistance Program to support healthy living.

What you'll do

- Greeting customers in a friendly manner; be knowledgeable to answer questions regarding merchandise items, prices and brands and provide information on promotions, store policies and procedures, events, and store locations.
- Processing of daily shipments, organization, and set-up of the warehouse area; ensuring all merchandise is received, processed and merchandise presentation standards are maintained.
- Demonstrating a high degree of customer service while processing all refunds, exchanges, and purchases in accordance with company guidelines
- Assisting with Fitting Room duties including ensuring counter area is clean, organized and has the proper supplies in place and assisting customer inquiries.

What you'll need

To begin your career with us, you'll have:

- Minimum 6 months experience in a retail environment; warehouse, shipping and receiving or distribution experience is preferred.
- Must be currently enrolled in a university program.
- Excellent customer service, communication (verbal and written) and time management skills.
- The ability to set up and maintain a warehouse environment.
- Reliable transportation to always arrive on time!

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