

Website of the month: Check out jobs in tourism

by Heidi Riley



This website will give you a heads up on what is happening in tourism on PEI. With this information, you can look for a tourism job or plan for a tourism career with a much better idea about employers and what opportunities they offer.

“This website is for both employers and employees,” says **Andrea Bohner**, Human Resources Advisor for the **Tourism Industry Association of PEI**.

For job seekers

“Employees or individuals looking for jobs can go to the **job bank** on this site,” says Andrea. “Job seekers can apply directly through the website by either uploading their own resumé or by using the online resumé builder.”

From the home page, click on **Employment Opportunities** to get a list of job openings and employers. Click on a job listing for more details.

Job seekers can click on **Preparing for a Job** to gain insight into how to build a resumé, write a proper cover letter, and find tips on how to prepare for an interview.

There is extensive information on **Tourism Training** opportunities here on PEI.

A link to **www.discovertourism.ca**, offers quizzes to determine your suitability for working in the tourism industry.

For employers

“Employers can get up-to-date Human Resources Best Practices, post jobs they are recruiting for, and find out about news and events happening in the tourism industry,” says Andrea.

Tourism Job Fair and Mixer Events coming up see page 16 - Calendar of Events.

For more information, contact **Andrea Bohner** at 566-5008 or e-mail aboehner@tiapei.pe.ca



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Do you need to access high speed or get help with computer use?

by Gloria Welton

Community Access Program (CAP) PEI offers a place to use a computer, access the Internet, or learn more about operating a computer.

Across PEI, **38** sites are supported through an Industry Canada initiative which provides affordable public access to the Internet and the skills needed to use it successfully. “This program has been successful because of the team effort from government levels, community groups and agencies, libraries, schools, businesses, and community centres,” says **Nathan Rossiter**, CAP Manager.

Twelve of the CAP locations are level three sites, which offer a wider range of equipment and services.

Afton Community Centre and Cornwall Town Hall CAP sites

“These two CAP sites are level three sites, which means we have all of the possible services available for the general public to use,” says **Elizabeth Wilson**, Coordinator for Afton and Cornwall CAP. “The sites are open 30 hours a week. We offer a full compliment of training and equipment.”

At these CAP sites, computers, printers, a photocopier and fax machine are available for public use. Laminating equipment, scanners, DVD/CD burners, Wi-Fi access and video conferencing are also available.

As well, volunteer groups can borrow equipment such as digital cameras, LCD projectors, and screens.

“We find that people with home-based businesses use this service to keep up with technology advancements,” says Elizabeth. “Also, it is a tremendous support to volunteer groups who need equipment for meetings and other events.”

Training available

For a small fee of \$5 per session, you can learn about:

- basic computer skills
- spread sheet manipulation
- word processing
- help with research
- and more

Other services

“One area that has really grown is helping people apply for provincial and federal jobs on-line and fill out on-line applications,” says Elizabeth. “The federal government in particular is pointing more people towards using on-line services. But many people need help to navigate through the sites. We



Elizabeth Wilson, (right) CAP Coordinator for Afton and Cornwall says that 24,000 Islanders logged on at Island CAP sites during September, October, and November 2009.

can help with that task, which can be frustrating, especially if you don't have a lot of computer experience.”

All CAP locations across PEI

Afton	675-2842
Alberton	853-2720
Atlantic Technology Centre	569-7603
Borden-Carleton.....	437-6492
Breadalbane.....	964-2520
Bridgetown.....	583-2885
Cardigan.....	628-5439
Carrefour Info Tech.....	368-6092
Cavendish Visitors	
Information Centre.....	369-7830
Central Bedeque.....	887-3400
Centre Belle-Alliance.....	888-1681
Centre d'accès Communautaire	
de Rustico.....	963-3252
Confederation Centre Library	368-4642
Cornwall.....	892-4393
Crapaud.....	658-2780
Elmira.....	367-2160
Fort Augustus	569-7720
Georgetown.....	652-2924
Grand Tracadie.....	672-7450
Hunter River.....	964-2090
Kensington - KenNet CAP Site	836-4003
Kinkora - Spudnet.....	566-9116
Le Conseil scolaire-communautaire	
Évangéline.....	854-2166
Montague	838-2928
Morell Community Learning Center.....	961-2642
Mount Stewart.....	676-2050
Murray Harbour	962-3875
North Rustico	963-2323
O'Leary-Future Tech West.....	859-1962
Rotary Regional Library Summerside	
.....	436-7323
Souris - Main Street	687-7083
Souris- Munns Road	357-7225
St. Peter's Bay.....	961-3415
St. Teresa.....	583-8595
Summerside EPYDC	436-2815
Tignish	882-2392
Tyne Valley	831-3136
Wellington - Le Conseil scolaire-	
communautaire Évangéline.....	854-2166
Wellington - CIFTA.....	854-3663

Check the website at **www.peicaps.org** to find out about the hours of operation and services offered at each CAP site.



www.employmentjourney.com