

City of London - Application for Appointment to City of London Community Advisory Committees

Application

Committee you are interested in serving on: **Diversity, Inclusion and Anti-Oppression Community Advisory Committee**

Contact Information

Name: **John M. Gaynes**

City: **London**

Province: **ON**

Postal Code: **N6J 1W2**

Experience and Qualifications

If you have experience on a London Advisory Committee, please provide dates and details. (max. 250 characters): **n/a**

What do you hope to contribute or learn as part of a Community Advisory Committee? (max. 250 characters:

I hope to contribute to London a better understanding of the issues that face all marginalized groups within the city and province. And to learn from all the others on the Community Advisory Committee.

How will you support the work of a Community Advisory Committee? (max. 250 characters):

I would talk to fellow Londoners about the great work that the Community Advisory Committee's do. And ask for their feedback, support etc.

We value the contributions of Londoners with diverse experiences and welcome applications from individuals who share our commitment. Please describe how your work, community or lived experience will enhance these efforts through Community Advisory Committee work. (max. 3000 characters):

I have worked for most of my working years with diverse communities, homeless people, consumer/survivors of the mental health system, newcomers, people on social assistance, 2SLGBTQIA+. I also have lived experience with homelessness, mental illness, social assistance recipient and being a member of the 2SLGBTQIA+ community.

Please describe additional experience, training, or community involvement that will help you in your role as a Community Advisory Committee Member. (max. 250 characters):

I currently am the Board Secretary for a London Non-profit called Why We March-LGBT and have been connected with this organization since 2018. I also have volunteered at Nokee Kwe Employment and Education Centre which is an Indigenous led Employment Ontario Agency and Education Centre. I also some years ago founded a peer support group for LGBTQ youth in Brampton & Mississauga. And I have helped fundraise for different charities throughout my life. I believe very strongly that everyone should give back to the community!

Attach resume or other document here, if needed: **JMG Resume 2024.pdf**

Attach more files here, if needed:

Confirmations

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:
(optional): **Professional or community organization**

If you selected 'Other', please specify:

Submitted on: **3/27/2024 2:42:40 PM**

JOHN M GAYNES

PROFESSIONAL SUMMARY:

Highly organized and detail-oriented Individual with more than 5 years' experience seeking a full time Administrative Assistant with your organization. Exceptional Customer Service skills to support the needs of the clients. Multitasker with the ability to notice details and get things done accurately. Confident with Word, Excel, and Google Workplace with typing speed of 70 WPM. Accounting and Social Media knowledge and experience. Works well under pressure and the ability to complete tasks as requested.

WORK HISTORY:

Receptionist/Administrative Assistant

NoKee Kwe - London On

2021 – current

- Answering phones, booking appointments, directing calls and taking messages
- Administrative duties including creating spreadsheets, letters and charts
- Initiative to update data or forms as needed
- Hardworking, dependable, professional mannerism

Intake Worker

London Housing Registry – London, Ontario

2016 - 2018

- Responding to telephone calls and greeting clients, directing clients to the appropriate LHR Team Member,
- Providing general information regarding housing and other community resources according to clients stated interests/needs.
- Performed needs assessments and referrals to other related community services.
- Documenting Clients information and needs.
- Prioritizing ongoing service delivery.
- Contacting Clients for follow up calls on their housing search,
- Contacting Landlords to inquire about vacancies available and details pertaining to vacancies.

Volunteer Coordinator

London, Housing Registry – London, Ontario

2018 – 2018

- Recruitment, screening, training, scheduling and management of a staff of 10 Volunteers.
- Improving Staff morale by organizing staff potluck lunches every few months.
- Attending fundraising events with Volunteers, to help raise money for the London Housing Registry.

OFFICE MANAGER**Big Ricky's Little Bake Shoppe – Chatham, ON****2013 - 2018**

- Sorted and organized all invoices and receipts from suppliers,
- Scanned all supplier invoices and receipts into the computer
- Used MS Excel to do cost analysis and improve spending

OFFICE ASSISTANT**Ontario Truck Driving School –London, ON****2013 - 2013**

- Answered and promptly redirected calls to appropriate personal.
- Maintained a clean reception area, including lounge and associated areas.
- Scanning of student files and uploading files to Government Database

EDUCATION:**Pathways Skills Development & Placement Centre - London On****2013**

ACT (Administrative Clerical Training Program)

Seneca College- Toronto On**1996**

Social Worker Courses

Volunteering:**NoKee Kwe - London On****2019**

Receptionist/Administrative Assistant