



JOIN THE ANDREW FLECK FAMILY!

Summer Program Assistant, OEYC

Casual · Non-unionized

Are you between the ages of 15 and 30? Are you looking to gain experience working in the child care sector? Andrew Fleck Children's Services (AFCS) is looking to hire a Summer Program Assistant to work at our Ontario Early Years Centre (OEYC)! As a Summer Program Assistant you will provide administrative support to the OEYC, set up and support the OEYC toy library, and promote OEYC programs and initiatives through social media.

Position dependent on receiving funding through Canada Summer Jobs (CSJ), an initiative to help students gain job skills and experience. All applicants must meet the following conditions:

Candidates must:

- **Be between the ages of 15 and 30**
- **CSJ funding is not applicable to foreign students**

Available from: May 13th, 2019 to August 30th, 2019 (Variable start date between 8-16 weeks in duration)
Salary: \$17.11 per hour
Hours: Up to 35 hours per week
Location: Ontario Early Years Centre, 2230 Don Reid Drive
Closing date: April 28th, 2019
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected and your contributions valued
- ✓ A chance to grow – personally and professionally – through our comprehensive orientation program, on the job learning, and in-house and external training
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Set up and operate the Ontario Early years toy library and equipment and toy requests
- ✓ Track and log toys and equipment; clean and organize toys and equipment for easy access, ensuring Health and Safety standards are met
- ✓ Develop documents, handouts, flyers, and presentations with existing content
- ✓ Assist in completing additional administrative duties as required
- ✓ Review documents and extract highlights to use to promote OEYC programs and initiatives through social media
- ✓ Provide reception service by answering, screening and directing all incoming calls to the appropriate staff member or program
- ✓ Filing, data input, email correspondence

To qualify for this role you have...

- ✓ Clear Police Record Check (Vulnerable Sector) completed in the last 6 months
- ✓ Fluency in both official languages, written and verbal required
- ✓ Excellent knowledge of Microsoft Office Suite and Desktop Publishing software
- ✓ Strong research skills
- ✓ Ability to organize and prioritize work
- ✓ Physical ability to lift or move equipment up to 60 lbs is required
- ✓ Strong social media skills

It would be an asset if you had...

- ✓ Previous administrative assistant work experience
- ✓ High School Graduation Diploma

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at hrrecruiting@afchildrensservices.ca

APPLY TODAY!