



Short Term Child Care HR Summer Program Assistant

Casual · Full-time · 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 an HR Summer Program Assistant to work in our Short Term Child Care Program! As HR Summer Program Assistant you will support the recruitment and attraction of supply educators.

Position dependent on receiving funding through Canada Summer Jobs (CSJ), an initiative to help youth gain job skills and experience. Maximum age requirement for the CSJ program is 30 years of age. To be eligible, applicants must be between the ages of 15 and 30 and must be a Canadian citizen or Permanent Resident.

Available from: July 5th, 2021 to August 27th, 2021
Hours: 35 hours per week
Salary: \$17.11 per hour + 4% vacation pay
Location: 700 Industrial
Closing date: April 18th, 2021
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...

- ✓ Create job postings
- ✓ Research posting sites and social media opportunities
- ✓ Screen & follow up with supply educator applications
- ✓ Schedule trainings and on-site orientations with supply educator candidates

To qualify for this role you have...

- ✓ Clear Police Record Check completed in the last 6 months
- ✓ Previous administrative work experience
- ✓ Excellent communication skills, written and verbal
- ✓ Excellent knowledge of Microsoft Office Suite
- ✓ Strong research skills
- ✓ Ability to organize and prioritize work
- ✓ Ability to work independently

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!