



Special Projects 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 a Special Projects Program Assistant! As Special Projects Program Assistant you will provide administrative support to the Director of Special Projects. The role will support a variety of administrative and clerical duties.

These positions are partially funded 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: October 4th, 2021 to November 26th, 2021
Hours: 35 hours per week
Salary: \$17.11 per hour + 4% vacation pay
Location: 700 Industrial
Closing date: September 30th, 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...

- ✓ Assist with the purchasing of program supplies
- ✓ Organize Personal Protective Equipment (PPE) for programs
- ✓ Cover front reception when needed
- ✓ Participate and take notes at some meetings
- ✓ Create Excel spreadsheets for inventory purposes
- ✓ Enter data into Resource Mate program
- ✓ Assist with inventory of equipment in child care centres
- ✓ Assist with setting up equipment at our new Mooney's Bay Early Learning and Care Centre
- ✓ Research, write and distribute emails, correspondence memos, faxes and forms
- ✓ Scan documents
- ✓ Send outgoing mail
- ✓ Complete other duties and tasks as assigned by the Director

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!