



Communications Summer Program Assistant

Casual · Full-time · Non-unionized

Andrew Fleck Children's Services (AFCS) is looking to hire a Communications Summer Program Assistant! As Communications Summer Program Assistant, you will review and develop documents for use in a variety of communications media, provide reception service and assist with the completion of other projects. If you believe you are the perfect candidate for this role, apply now to join our growing team!

Confirmation of full vaccination for COVID-19 is a requirement of employment with Andrew Fleck Children's Services

Available from: July 4th, 2023 to August 25th, 2023 (Variable start and end dates)

Salary: \$18.01 per hour + 4% vacation pay

Hours: 35 hours per week

Location: 700 Industrial Avenue

Closing date: May 2nd, 2023

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...

- ✓ Review documents and extract highlights for use in a variety of communication mediums e.g. email, Facebook, Twitter
- ✓ Analyze current website and make recommended changes
- ✓ Develop documents, handouts, flyers, presentations with existing content
- ✓ Assist in completing additional administrative duties as required
- ✓ 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 completed in the last 6 months
- ✓ Previous administrative work experience
- ✓ Enrolment in communications or administration program (an asset)
- ✓ Fluency in both official languages (preferred)
- ✓ Excellent communication skills, written and verbal
- ✓ Excellent knowledge of Microsoft Office Suite
- ✓ Excellent knowledge of WordPress
- ✓ Strong research skills
- ✓ Familiar with social media mediums
- ✓ 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!

