



JOB POSTING

Administrative Assistant

Contract – Canada Summer Job

Margaret Bahen Hospice, part of the Better Living family of organizations, has an opening for the position of Administrative Assistant. The successful candidate will gain experience in client services, onboarding, maintaining records of volunteers and updating information on social media.

This position reports to: Coordinator of Volunteer Services

The successful candidate for this position must possess the following qualifications:

- Completion of post-secondary education in Human Resources, Volunteer Management, Business Administration, or a related field is an asset
- Proficient in the use of computers, including the Microsoft Office suite
- Working knowledge of social media platforms (Facebook, Instagram, etc.)
- Successful completion of *Vulnerable Sector Screening* within one month of employment.

The successful candidate for this position must be able to:

- Assist with administrative duties such as record keeping, inputting data, maintaining schedules, and scanning of documents
- Maintain effective communication with residents, families, volunteers and other staff
- Assist with volunteer recruitment and outreach programs for the company e.g. youth fairs and farmers markets
- Demonstrate high level of interpersonal skills required to succeed in a collaborative, team-oriented working environment
- Assist in managing volunteer pages of company website
- Research and write the volunteer newsletter on a monthly basis
- Demonstrate ability to work through customer issues to achieve a desired outcome
- Adapt and change accordingly to plans and circumstances proactively
- Assist with screening visitors and staff

To be eligible to participate in Canada Summer Jobs, Candidates Must:

- Be between 15 and 30 years of age (inclusive) at the start of employment;
- Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigrant and Refugee Protection Act* and;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

LOCATION: Newmarket

SALARY: \$14 / hour

Note: This position is funded for 30 hours in total. Hours of work and duration of position will be determined based on the needs of the department

Please email or fax your cover letter and resume by June 07, 2020 with attention to Human Resources

E-mail: hr@myhospice.ca

Fax: 416-510-1104

Please quote “Administrative Assistant - MBH” on the cover letter and e-mail subject line.

Better Living is an equal opportunity and is in accordance with the Ontario Human Rights Code, Employment Standards Act and Accessibility for Ontarians with Disabilities Act. Applicants need to make their request for accommodation known when contacted. Thank you to all who express interest in this position and we welcome all resumes. However, only those granted an interview will be contacted. No phone calls, please. Thank you.