

Community Care

Northumberland

Summer Student Position Program Assistant – Trent Hills (12 weeks duration)

This is a full-time (35 hours per week) summer student position working out of the Trent Hills offices. Reporting to the Program Coordinator, the student will provide assistance with the delivery of community programs and administrative support for the office.

The successful candidate will have the opportunity to learn about charitable and not for profit organizations, develop skills for future employability, participate in meaningful employment and build connections with future employers.

Qualified applicants must meet the following conditions:

- Be currently enrolled in a secondary or post-secondary institution
- Be between the ages of 16 to 24 years old on the first day of employment
- Be a resident of Trent Hills and legally entitled to work in Canada
- Satisfactory Vulnerable Sector Check

In addition, the following skills would be an asset for this position:

- Strong computer skills
- Experience in customer service
- Good judgment, initiative and organizational ability.
- Work well independently and in a team environment
- Effective communication skills
- Familiarity working with volunteers and our client population
- Valid drivers license and access to a reliable vehicle is an asset

Interested applicants email or fax resumes by March 23, 2018 to:

Community Care Northumberland – Trent Hills Office

Fax: 1-705-653-0932

n.taylor@commcare.ca

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