

**Job Posting**  
**Office/Program Assistant – Student – Trent Hills**  
**(Part-Time 28 hours/week)**  
**Internal/External**

Please post the following employment opportunity in your office and pass along to any candidate you feel would be interested. This posting can also be viewed on our website [www.commcare.ca](http://www.commcare.ca)

**Office/Program Assistant-Student-Trent Hills**

This position is for 28 hours per week working out of our Campbellford office.

Reporting to the Director of Client Services job duties include; working with current staff assisting with the development and implementation of agency programs and services, client assessments and support, volunteer management, program evaluation and event planning and implementation. Due to grant requirements, the selected individual must live in the Trent Hills area.

**Minimum Qualifications**

- Must be currently enrolled in a secondary or post-secondary institution
- Must be between the ages of 16-24
- Experience in client/customer service
- Must be a resident of Trent Hills and legally allowed to work in Canada
- Excellent verbal and written communication skills
- Computer skills in MS office and data bases
- Demonstrated ability to work well independently and as part of a team
- Valid driver's license and access to a reliable vehicle.
- Ability to work flexible hours
- Criminal record check with a vulnerable sector screening is required.
- Proof of Covid 19 Vaccination

For more detail on this position and Community Care Northumberland, please visit our website: [www.commcare.ca](http://www.commcare.ca)

Interested applicants email resumes by May 9<sup>th</sup>, 2022 to: [careers@commcare.ca](mailto:careers@commcare.ca)

*Community Care Northumberland is a non-profit, multi-service, volunteer-based community support organization serving residents of Northumberland County.*

**In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), CCN will provide accommodation in all parts of the hiring process as required, upon request from applicant.**

**"Giving Strength Through Caring"**