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CAMPBELLFORD, ON
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PHONE: 705-653-0955
TOLL FREE: 1-866-514-5774
ADMIN@COMM CARE.CA
WWW.COMMCARE.CA

Job Posting
Student-Administrative Assistant
(Full-time 35 hours/week for 8 weeks)

Reporting to the Director of Client Services, Donor Relations and Human Resources 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.

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 able to work in Northumberland County 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 Community Care Northumberland, please visit our website:
www.commcare.ca

Qualified applicants are asked to submit, via e-mail, a detailed resume to: careers@commcare.ca by **May 27, 2022**

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

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 applicants.

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"Giving Strength Through Caring"



CommunityCare
NORTHUMBERLAND

