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May 3, 2017

Job Posting #: AFCI/AHP 01-2017

**Nelson CARES Society
Age Friendly Community Initiative and Affordable Housing Program**

EXTERNAL AND INTERNAL JOB POSTING

Position: Age Friendly Community and Affordable Housing Assistant

Classification: Canada Summer Jobs (for Students)

Location: Nelson, BC

Nelson CARES Society is a not-for-profit organization that provides programs and initiatives in advocacy, housing, employment, support services, and environmental stewardship.

The Age Friendly Community and Affordable Housing Assistant, under the supervision of the West Kootenay Seniors Transportation Coordinator, Age Friendly Community Initiative Coordinator, and Affordable Housing and Ward Street Place Property Managers will:

- Conduct receptionist duties (answering phones, greeting clients, administrative support).
- Assist with organizing the 2017 Kootenay Seniors Fair.
- Update the Directory of Services on the Kootenay Seniors website.
 - Contact community service agencies to update directory information,
 - Tutorial and support will be provided.
- Support Seniors Transportation Coordinator with presentations and community events.
- Create posters and brochures; distribute posters.
- Interview seniors for Spotlight on Seniors page on Kootenay Seniors website.
- Write short articles for Kootenay Seniors website.
- Assist Housing Support Worker with intakes.
- Work on database development.
- Administrative support for Affordable Housing and Ward Street Place Programs.

Qualifications:

Applicants must be 15-30 years old and have been full time students in the previous school year and returning to full time studies in the fall.

- Some post-secondary education - preferably in human services/social work and/or education.
- Strong interpersonal, oral and written skills.
- Experience or interest in working with seniors.
- Ability to learn quickly.
- Must relate to all in a non-judgmental, non-discriminatory manner.
- Good working knowledge of Microsoft software programs, including Publisher, MS Word, Excel, and Power Point.
- Familiarity with social media.
- Require minimal supervision.

The following skills are not required but would be an asset

- Experience working with Word Press website program.
- Experience updating websites (adding content only, no design skills required).
- Event planning experience.
- Writing skills, e.g. blog posts, news articles.
- Experience creating posters, brochures, etc.
- Experience conducting Internet research.

Position Start Date: June 6, 2017
Hours: 30 hours per week for 10.5 weeks
Days of work: Must be available Wednesdays; other days flexible
Compensation: \$14.00 per hour
Application Deadline: **Monday, May 15, 2017 by 4:00pm**

Applications should include a cover letter, resume, and three references. Please e-mail applications to:

**Nelson CARES Society – Attention: Dana Burgess,
West Kootenay Seniors Transportation Coordinator
709 Vernon Street, Nelson, BC V1L 4G3
250-352-2708 ext. 10 Email: dana@nelsoncares.ca**

Nelson CARES Society is an equal opportunity employer. All internal candidates will be contacted as to the status of their applications. All external applicants will only be contacted if short-listed for an interview.