



250.352.6011
fax: 250.352.9855

521 Vernon St.
Nelson, BC V1L 4E9

www.nelsoncares.ca
info@nelsoncares.ca

September 11, 2017

Job Posting #: Admin #1-2017

Nelson CARES Society

EXTERNAL AND INTERNAL JOB POSTING

Position: Assistant for Various Nelson CARES Programs

Classification: CBT School Works Program (For Students)

Location: Nelson, BC

Nelson CARES Society (NCARES) is a not-for-profit organization that provides programs and initiatives in advocacy, housing, employment, residential support services.

The Assistant for Various NCARES Programs under the supervision of the Office Manager will:

- Provide general administrative duties including reception.
- Assist in organizing and executing community campaigns.
- Update the NCARES blog and Facebook pages.
- Assist individuals in community inclusion activities.
- May include assisting people with developmental disabilities.

Qualifications:

Applicants must be registered full time students for the 2017/18 school year.

- Good interpersonal skills, including oral and written
- Ability to learn quickly
- Must relate to all in a non-judgmental, non-discriminatory manner
- Good working knowledge of Microsoft software programs, including Publisher
- Familiarity with social media
- Require minimal supervision
- Awareness of poverty issues
- Good organizational skills
- Current First Aid/CPR certificate an asset

- Satisfactory Criminal Records Search

Position Start date: Immediately
Hours: 15 hours per week until June 30, 2018
Days of work: Various (Monday to Sunday)
Compensation: \$10.85 per hour
Application Deadline: Friday, September 15, 2017

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

Nelson CARES Society – Attention: Pamela Loeppky, Office Manager
521 Vernon Street Nelson, BC V1L 4E9
250-352-6011 ext 23 Email: pam@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.