



May 31, 2019



Job Posting #: KS_Admin 1-2019

Nelson CARES Society
Kootenay Seniors Program & Nelson CARES Society Administration
INTERNAL AND EXTERNAL JOB POSTING
Position: Canada Summer Student Job - Program Assistant

Applicants must be 15-30 years old and have been full time students last school year and returning to full time studies in the fall of 2019.

The ideal candidate would have the following skills and qualities:

- Experience or interest in working with seniors and a marginalized community.
- Good written and verbal communication skills.
- Pleasant and professional when interacting with the public, in person or on the telephone.
- Competent in a variety of software programs including MS Word, Excel, Power Point.

The following skills are not required but would be an asset:

- Experience working with Word Press website program.
- Event planning experience.
- Writing skills, e.g. blog posts, news articles.
- Experience creating posters, brochures, etc.
- Experience conducting Internet research.

Tasks and activities:

- Receptionist duties (answering phones, greeting clients).
- Provide general administrative support at Kootenay Seniors and Head Office.
 - Updating data bases
 - Inventory
- Update the Directory of Services on the Kootenay Seniors website:
 - Contact community service agencies to update directory information
 - Able to work a user-friendly Word Press program. No technical/designer expertise required.
 - Training and support will be provided.
- Assist with organizing the 2019 Kootenay Seniors Fair.
- Support Program Staff with presentations and community events.
- Create posters and brochures; distribute posters.

Position Start Date : As soon as possible
Hours of Work : 30 hours per week for 8 weeks
Workdays : Wednesdays: 9 am – 4 pm
Monday to Thursday – flexible hours will be an asset
Compensation : \$14.65/hour
Application Deadline : **June 10 on or before 4:00 pm**

Please e-mail application including a cover letter, resume, and three references to:

Corrine Younie
Kootenay Seniors Program Manager
Email: cyounie@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.