



JOB OPPORTUNITY

Title:	Data and Administration Assistant
Hours of Work:	Full time (37.5 hours/week) 16 week contract, May - August 2018.
Wage:	\$14.00/hour

Seniors Services Society is a non-profit agency located in New Westminister, B.C. that provides support services for seniors in New Westminister to live independently, and housing information and outreach services for seniors throughout Metro Vancouver.

The society is currently recruiting a full-time contract **Data & Administration Assistant**. This is an exciting opportunity to gain experience and knowledge of issues facing seniors and vulnerable adults in the Lower Mainland, while working alongside a dedicated team of administration staff who will guide and support the Assistant throughout their work placement.

This role is part of Human Resources and Skills Development Canada's Canada Summer Jobs Program, and therefore certain applicant eligibility criteria apply – see qualifications section (below) for details.

Job Description:

Within the vision and mission statements of the Society and reporting to Office Administrator, the **Data & Administration Assistant** will provide support and assistance to maintain and improve programs for seniors and vulnerable adults.

Key Work Objectives:

- 1) Collect and input information in databases using eTapestry and Access
- 2) Assist in the daily administrative operations of running seniors programs
- 3) Assist with mail-outs, special events and fundraising activities
- 4) Provide reception duties as needed
- 5) Other duties as required

Skills, Qualifications and Assets:

- Solid computer skills (MS Office, Access, Word, Excel in particular) and database management skills;
- Excellent data entry skills, with high and consistent accuracy and attention to detail
- Bachelor's degree or college diploma in business or administration,
- Excellent interpersonal, written and oral communication skills
- Well-developed time management, organizational and problem solving skills;
- Discretion when dealing with confidential information

This is an HRSDC Canada Summer Job, therefore applicants must also:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Seniors Services Society appreciates and thanks all interested applicants. We encourage applications from students living with disabilities, aboriginal students, and students who are members of visible minority groups to apply.

Additional Information:

The position is Monday to Friday, 37.5 hours per week, 8:30am - 4:30pm
Wage is \$14/hour for 16 weeks. (*approx: May 7th to August 24th, 2018*)

To Apply:

Please submit your resume and cover letter via fax or e-mail only. **NO PHONE CALLS PLEASE.**
Only qualified candidates will be contacted.

Contact:

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