



## Job Title: Summer Office Assistant

**Position Location: Cobourg/Port Hope offices**

**Hours Per Week: 35**

**Duration of Position: 8 weeks**

**Rate of Pay: \$14.00 per hour**

### Job Description Summary

Provide administrative and program support for our offices in Cobourg and Port Hope;

- Receptionist duties including greeting the public, answering enquiries via phone and email
- Assisting in the promotion of programs such as: Meals on Wheels, Community Diners, Transportation Programs and Wellness Programs
- Assisting local program staff with their volunteer recruitment and retention programs
- Providing assistance with the planning and implementation of special events
- Providing assistance with communication projects.

### In order to fulfill grant obligations:

- Candidates must be Post- Secondary student, intending to return to studies full time in the fall

### Other considerations:

- Access to reliable transportation as travel between offices will be required
- Candidate must complete a vulnerable sector check
- Candidate must provide references

In order to be considered for this position, please forward your cover letter and resume to Sheri Birney at [s.birney@commcare.ca](mailto:s.birney@commcare.ca) by May 24, 2019.

Community Care Northumberland is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application, but advise you that only those selected for an interview will be contacted.

**Box 1087 – 174 Oliver Road, Campbellford, Ontario K0L 1L0**

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