



**May 10, 2023**

**Internal/External Posing - #CS17A-23-01**

**Administrative Assistant – Canada Summer Jobs**

**Full-Time, Term Certain**

Collingwood Neighbourhood House (CNH) is a not-for-profit Society serving the Renfrew-Collingwood Neighbourhood of East Vancouver. CNH's mandate is to promote the well-being of the Renfrew-Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community's social, educational, economic, health, cultural and recreational needs.

### **JOB OVERVIEW**

The Collingwood Neighbourhood House Annex Administrative Assistant will be responsible for assisting the day-to-day general office administration tasks and supporting arts and recreation programs and community events. This position will also support promoting, developing and assisting with community development activities focused on the outdoor plaza at 3690 Vanness Avenue.

### **JOB RESPONSIBILITIES**

#### **Administration:**

- Answer the telephone and relay telephone calls and messages
- Answer electronic enquiries
- Compile data, statistics, reports, and other information
- Record and prepare minutes of meeting
- Design and post promotional material
- Operate office equipment, order office and kitchen supplies and maintain inventory
- Set up and maintain manuals and computerized information filing systems
- Perform general clerical duties according to established procedures

#### **Community Programs:**

- Create and develop engaging summer programs for residents, with support from Annex Coordinator
- Perform Outreach to surrounding building to promote Annex programs and engage residents
- Survey local community to get ideas for programs and initiatives at the CNH Annex
- Assist programs in the Annex with setting up and cleaning up when necessary
- Making sure that all programs and workspace in the Annex follow the safety plan guidelines to prevent exposure to COVID-19 in the workplace.

### **QUALIFICATIONS**

- Working experience in an office environment
- Experience or demonstrated interest in community development and/ or community programming
- Excellent verbal and written English Skills
- Excellent Knowledge of MS office Suits for Windows – Word, Excel, Power Point, Outlook
- Skills and experience in taking meeting minutes
- Working experience in an intercultural setting preferred

- Exceptional attention to detail and strong work ethic
- Strong organizational and administrative skills
- Ability to prioritize and work under tight timeframes with a sense of urgency
- Excellent team player with strong interpersonal skills reflected in ability to foster solid internal and external work relationship
- Good Judgment with an understanding of when to take on a task and when to seek direction
- Second language an asset
- Satisfactory Criminal Record Search
- Must be fully vaccinated against COVID 19

### **Eligibility**

- Must be between 15 and 30 years of age at the start of the employment.
- Must be a Canadian Citizen, Permanent Resident, or Refugee and legally entitled to work according to BC legislation and regulations. ***International Students are not eligible.***
- Must have a valid (SIN) Social Insurance Number at the start of employment and be legally entitled to work in Canada.

### **Job Details:**

**Salary:** \$16.29 per hour

**Schedule:** Monday to Friday, 30 hours per week, 8 weeks

**Location:** Collingwood Neighbourhood House **Annex**, 3690 Vanness Avenue Vancouver, BC, V5R 5B6

**Program Duration:** July 4th to August 28, 2023

***This position is funded by the Employment and Social Development Canada (ESDC) Canada Summer Jobs Program.***

### **APPLICATION PROCESS**

As per the Collingwood Neighbourhood House Human Resources Policies and Procedures, all factors being equal, first priority will be given to qualified local and internal applicants. We encourage applicants with lived experience of structural inequity to apply, and in particular those who identify as Black, Indigenous, People of Colour, LGBTQ2IA+, and those living with a visible or invisible disability.

#### **SUBMIT RESUME AND COVER LETTER TO:**

**Amir Sabbaghan, Annex Manager**  
 Collingwood Neighbourhood House  
 3690 Vanness Avenue Vancouver, BC, V5R 5B6  
**Email:** [asabbaghan@cnh.bc.ca](mailto:asabbaghan@cnh.bc.ca)

**Please quote reference #CS17A-23-01**  
**CLOSING DATE: June 2, 2023**

#### **APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED**

**We thank all individuals who apply for this position, and we will be contacting shortlisted candidates directly. No phone calls please.**