

Office Administrator Assistant

Come and work for a passionate organization dedicated to providing listening and spoken language therapy to children with hearing loss since 1963. Hone your administration skills by working alongside an experienced team of professionals.

About the Organization:

Children's Hearing and Speech Centre of BC (CHSC) is a non-profit family focused clinical and educational centre that teaches children who are deaf and hard of hearing to listen and talk, giving them the skills and confidence they need to achieve their fullest potential. CHSC has been offering listening and spoken language services for the past 58 years. All our programs and services are delivered by highly trained Teachers of the Deaf and Hard of Hearing, certified Early Childhood Educators, Speech and Language Pathologists, and our onsite Audiologist. We are the only listening and spoken language centre for children with hearing loss in all of Western Canada.

Tasks & Responsibilities:

The Office Assistant will have a unique opportunity to gain first-hand experience working in an office setting. They will participate in all administrative activities under the mentorship of our Office Administrator. They will attend staff meetings, engage with internal and external stakeholders, assist with supply ordering, extract and input information into our database, assist with record management, filing, and other tasks associated with the upkeep and operations of our organization.

Experience & Qualifications:

- Prospective candidates should be between the ages of 15 and 30 and meet the criteria of the Canada Summer Jobs Program (see additional Eligibility Requirements below).
- In addition, candidates should have some experience working in an office setting and or customer service environment and be knowledgeable using standard office equipment

Additional Eligibility Requirements (per Canada Summer Jobs program):

- Be between 15 and 30 years of age at the start of the employment*; be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment**; and, have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- *The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.
- **International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

Hourly Wage: \$15.65

Number of Weeks: 12

Number of Hours per Week: 37.50

Number of Positions: 1

Anticipated Start Date: July 5, 2021

How to Apply: Qualified candidates should submit their resume and cover letter to info@childrenshearing.ca. Due to the volume of applications, only qualified candidates will be contacted.