

## **Administrative Assistant /Policy Writer Intern Neighbour to Neighbour Centre, Hamilton, ON**

### **Task and Responsibilities:**

Working in the Administration department the candidate will be hired to review, amend and create required organizational policies and assist with the Administration Department. The successful candidate will have research and writing expertise, communication, organizational and technical skills. The successful candidate will have experience using word processing programs and have knowledge of general office skills.

### **Position Details**

- Position term: 14 weeks
- Employment dates: June 7, 2021 – September 10, 2021
- Schedule/hours of work: 5 hours a day, 4 days a week (20 hours per week)
- Hourly wage: \$16.00

### **Eligibility notes:**

This position is available through Service Canada, Canada Summer Jobs, which requires that all students:

- Can complete the full hours before end of term;
- Are between 15 and 30 years of age;
- Are Canadian citizens, permanent residents, or have official refugee protection status under the Immigration and Refugee Protection Act; and
- Are legally entitled to work in Canada, according to relevant provincial/territorial legislation and regulations

### **Responsibilities:**

Under the direction of the Manager of Administrative Services, the Intern's main responsibility will be to review, amend and create organizational policies. The Intern may also be responsible for general office duties such as (but not limited to):

- Data entry
- Answer and transfer telephone calls or take messages;
- Sort and deliver incoming mail and send outgoing mail;
- Schedule appointments and receive customers or visitors;
- Provide general information to staff, clients, or the public;
- Type, format, or edit reports.

### **Qualifications:**

- Strong communication and organizational skills;
- Ability to work independently AND in a team setting;
- Some general office experience an asset;
- Experience working with Microsoft Word
- Strong problem solving and analytical skills

**To apply, please send resume and cover letter to [resumes@n2ncentre.com](mailto:resumes@n2ncentre.com)**

**Closing date:** Thursday June 3, 2021