

### **Position Summary**

**Position Title:** Summer Employment

**Reports to:** Executive Director

**Revision Date:** April 2010

**Status:** Temporary

### **Purpose:**

This position will work closely with all staff of the Greater St. Catharines Community Health Centre. The successful applicant will coordinate special projects and also assist with the daily operations of the community health centre.

### **Key objectives:**

1. Assist with the day-to-day operations and activities of the community health centre.
2. Help with the delivery and promotion of summer community initiatives and events.
3. Assist with community outreach and campaigns.
4. Provide administrative support.
5. All other duties as assigned.

### **Qualifications**

1. Recently graduated from or currently enrolled in a health-related, social science, or social service post-secondary program.
2. Previous employment or volunteer experience an asset

### **Skills and Abilities**

- Ability to work independently and also within a team environment
- Interest in community health and working with marginalized groups
- Good computer, administrative, oral and written communication skills
- Proficiency in using Microsoft Office Suite (i.e. Word, Excel, Outlook and Office Project)

## **Conditions of Employment**

Valid Ontario Drivers' License and access to a vehicle. A Police Reference Check will be required on condition of employment.

## **Working Conditions**

Must be able to work varying, flexible schedules with possible evenings and Saturdays and multiple work locations.

The duties of this position are performed primarily in an office setting, and occasionally in a health care setting. This job requires practically no exposure to undesirable or disagreeable working conditions.

**Wages:** Minimum wage- \$10.25/hour for 30-37.5 hours per week

**Start date:** Monday, May 31<sup>st</sup>, 2010

Please submit cover letter and resume to [info@gscchc.com](mailto:info@gscchc.com),  
Attention: Charmaine Smith, Executive Assistant/HR Coordinator by Monday, May 10<sup>th</sup>, 2010.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_