



SUMMER EMPLOYMENT OPPORTUNITY

COMMUNITY RELATIONS AND ADMINISTRATIVE ASSISTANT

TENURE: May 27, 2019 – July 19, 2019 (8 weeks – some flexibility with dates)

WAGES: \$14.00 per hour for 35 hours per week.

LOCATION: Tiverton, ON

DUTIES: Administrative tasks for fundraising events: *Handbags for Hospice* and others. Assist in the research and writing of grant opportunities. Prepare or oversee preparation of reports, speeches, presentations, Web sites and media releases. Develop and organize workshops, meetings, ceremonies and other events for publicity, fundraising and information purposes. Collate information gathered from surveys and meetings. Database management and analysis. Research and general administrative support for board and committees.

ELIGIBILITY CRITERIA: Must be between 15 and 30 years of age at start of employment; must have been registered as full-time student in previous academic year; must be a Canadian Citizen, permanent resident or person to whom refugee status has been conferred; must be legally entitled to work in Canada.

SKILLS AND APTITUDES:

Understanding of the organization's mission.

Excellent oral and written communication skills, good organizational skills, flexibility, effective interpersonal skills, good attention to detail.

Experience necessary with MS Excel, MS Outlook, and MS Word or similar software.

Experience with Publisher or similar software would be an advantage. Must have valid driver's license and access to own transportation.

GENERAL: Of interest to students planning to pursue careers in marketing, communications, community development, special event planning, office administration, business or not-for-profit management. Daily supervision by Hospice Coordinator and board members. Predominantly day-time hours with some evening hours as required.

TO APPLY: Send resume and cover email to Cathy Herbert, Huron Shores Hospice, cathy@huronshoreshospice.ca by **May 21, 2019**.

FOR MORE GENERAL INFORMATION: See www.huronshoreshospice.ca.