



**Carefirst Seniors & Community Services Association** is a non-profit community services agency. Since 1976, we have provided community support, home and personal health care services in a holistic manner to seniors, individuals with disabilities, and those with medical needs in the Greater Toronto, York, and Mississauga regions.

With a staff of 500 members (including full-time and part-time staff) and the help of a pool of 850 active volunteers, we serve over 15,000 clients a year, including seniors and the physically disabled; 3,000 of whom are "home-bound" and frail.

We are currently seeking a **Project Assistant** (4-month contract) to join our Association.

### **Responsibilities:**

- Provides administrative support to ensure efficient operation of office including but not limited to data entry, answering telephones (e.g. share COVID-19 related info to community and local businesses)
- Carries out clerical support for different teams, such as filing, typing, copying, scanning, and promotional/educational items packaging, etc.
- Engage with local businesses, community groups, religious organizations, and respond to community members' queries and concerns regarding COVID-19 and refer them to appropriate resources and supports within the community
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies
- Consolidate mass data collected from team members, maintain databases and perform updates as necessary to ensure accuracy
- Generate project reports that provide insight into key data points, communicate the results of data analysis in written and verbal form to managers accurately and timely
- Contributes to team effort by providing ad hoc support as needed.

### **Qualifications:**

- Excellent communication and presentation skills to clearly convey information in a manner that engages the audience and helps them understand and retain messaging.
- Fluency in English and preferred a second language commonly used by the community that we support, such as Cantonese and Mandarin.
- Demonstrate a strong interest in making an impact in the community through service, leadership, and education
- Ability to motivate a sometimes unreceptive, uninformed or misinformed diverse population, including community members, business owners and other local agencies to modify behavior to reduce and mitigate the spread of COVID-19.
- A high degree of conflict management to dealing effectively with others in hostile situations; using appropriate interpersonal styles and methods to reduce tension or conflict.
- Sensitivity to people from different socio-economic backgrounds with an equity lens.
- Self-directed, self-motivated, with a positive attitude and be able to work independently and as part of a team.
- Ability to prioritize, multi-task and adjust to shifting priorities under pressure.

Carefirst is an equal opportunity employer. We are also committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange a reasonable and appropriate accommodation.

While we thank all candidates for their interest, only those selected for an interview will be contacted.

**Please send your cover letter and résumé to:**

The Hiring Committee, Carefirst Seniors & Community Services Association  
300 Silver Star Blvd | Scarborough | ON | M1V 0G2

Email: [hr@carefirstontario.ca](mailto:hr@carefirstontario.ca)

Fax: (416) 502-2382

Website: [www.carefirstontario.ca](http://www.carefirstontario.ca)