



**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, and York 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.

**Position Title:** **Administrative Assistant**

Location: Scarborough, Ontario

Contract period: Full-time, 16-week employment starting in May/June 2021

Salary: \$14.25/hour

Job Summary: Canada Summer Jobs position at a non-profit community outreach organization established since 1976.

**Responsibilities:**

- Perform office administrative duties including but not limited to data entry, filing, photocopying, faxing, reception support, and database maintenance
- Respond to customer inquiries and provide program information to clients or staff
- Participate in and provide administrative support on special departmental projects and events
- Collect statistical information, data input, update the database, and answer general inquiries
- Conduct client satisfaction surveys, tabulate and analyze survey results
- Prepare communication materials regarding programs, events, and update social media accounts
- Schedule and make appropriate arrangements for appointments, meetings, and training sessions
- Actively engage and participate during meetings, trainings, and information sessions
- Other duties as may be assigned.

**Requirements:**

- Must be between 15 and 30 years of age at the start of the employment in order to meet Canada Summer Jobs funding requirement
- Graduated from or currently registered student in a post-secondary program
- Canadian citizen or permanent resident (foreign students are not eligible)
- Work/volunteer experience in social services preferred
- Ability to work in a team environment
- Customer service-oriented
- Attention to detail
- Proficient in Microsoft Office (Excel, Powerpoint, and Word)
- Fluent in English, and a second language that reflects the community served such as Cantonese or Mandarin, is an asset

NOTE: Cannot be used to fulfill co-op program requirements

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

Carefirst Seniors & Community Services Association

300 Silver Star Blvd | Scarborough | ON | M1V 0G2

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

Fax: (416) 502-2382

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.