



**Office Assistant
Woodstock, NB
(Summer Grant)**

The Canadian Red Cross, a non-profit, humanitarian organization dedicated to helping Canadians as well as the vulnerable throughout the world, is currently seeking a full-time summer student for the position of Office Assistant. This position is funded through the Canada Summer Jobs (CSJ) Program so applicants must meet the eligibility criteria as outlined by the CSJ program.

KEY RESPONSIBILITIES:

- Assist with various aspects of the Health Equipment Loan Program (HELP), including, but not limited to making necessary calls to manage waitlists for equipment, and cleaning of equipment based on established policies and procedures.
- Assist with increasing awareness of Red Cross programs, specifically the Health Equipment Loan program and services to the community.
- Support other Red Cross initiatives, as needed, to provide for a coordinated team effort to meeting the needs of the most vulnerable in the community.

QUALIFICATIONS:

- Completion of a high school diploma or post secondary education is considered an asset.
- Strong aptitude for detailed work and accuracy.
- Demonstrated computer skills in MS Office are required.
- Excellent organizational, time management, and communication skills.
- Professionalism and interpersonal skills to work collaboratively within a team and build positive internal and external relationships.
- Quick learner and who enjoys working on various projects.
- Bilingual is required for specified locations of work.
- A satisfactory Criminal Record Check is required.
- A satisfactory vulnerable sector check and driver's abstract and license is required for specified locations of work.

FUNDING SPECIFICATIONS:

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

WE PROVIDE:

- Various learning and networking opportunities as well as building of professional skills;
- Positive and professional work environment;
- Learning and development opportunities if supporting an emergency response;
- Opportunity to make a difference.

HOW TO APPLY:

If you are interested in making a difference and being part of a global humanitarian movement, please submit your cover letter and resume no later than (June 16, 2021) via the mail/email to:



Canadian Red Cross Society

328-3180

Sheena Brooker
sheena.brooker@redcross.ca

The Canadian Red Cross is committed to gender equality and social inclusion in our workplace. All qualified applications will receive consideration without regard to sex, gender identity, gender expression, sexual orientation, race, ethnic origin, color, religion, nationality, disability, age, or any other characteristic protected by applicable law. We encourage all qualified persons to apply particularly Indigenous peoples, persons with disabilities, ethnic minorities, visible minorities, and others who share our values and contribute to fostering an inclusive and diverse workplace.

Please notify us as soon as possible of any adaptive measures you might require at any stage of the recruitment process