SFU CHILDCARE SOCIETY
Junior Office Assistant
Canada Summer Jobs Student Position

WHO WE ARE
SFU Childcare Society is an internationally recognized childcare centre known for its quality early care and learning. We have been providing and promoting a play based, family focused early care and learning program for children aged 0 to 12 for 50 years. Nestled on the campus of Simon Fraser University, our physical environments and the experiences shared with children reflect the beauty and nature of our mountain location. SFU Childcare Society values children as the heart of our respectful, collaborative and reflective community by providing them with a place to develop their potential through freedom to explore and engage the world around them.

HOW YOU FIT IN
We seek a Junior Office Assistant whose duties will include supporting the Office Assistant in completing enrollment, research projects, basic administrative duties (filing, paperwork, etc.), and other tasks as required.

HIGHLY DESIRED QUALIFICATIONS
- Experience in an office environment with good knowledge of basic administrative duties
- Intermediate skillset in Microsoft Office Suite
- Excellent customer service and interpersonal communication skills
- Ability to work independently

COMPENSATION
- $16.46 per hour, plus 8% vacation pay

WHO CAN APPLY?
As this is a Canada Summer Jobs Funded position, eligible candidates must be:
- Between the ages of 15 and 30 years
- Be a Canadian Citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugees Protection Act for the duration of employment
- Have a valid Social Insurance Number at the start of employment
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

This position is 35 hours per week, Monday to Friday, with a start date of June 24, 2019. This position ends August 23, 2019.

HOW TO APPLY
Please email a cover letter and resume outlining your experience and education (including two references) by May 17, 2019 to Kathy Hart, Office Assistant, SFU Childcare Society.

Please indicate the position that you are applying for in the subject line and include all required documentation.

We will contact only those applicants selected for an interview. SFU Childcare Society is an equal opportunity employer, pursuing diversity and valuing what diversity brings to the workplace. This position is open to applicants of any gender.

For more information: www.sfu.ca/childcare

@sfuchildcare