



Centretown Citizens Ottawa Corporation (CCOC) is looking for an energetic team player who will provide general administrative support over the summer.

The summer student will be assisting all departments and the office staff with their duties. There will be a focus on records and file management. Our ideal candidate has some administrative support experience and is familiar with property management practices.

Does this sound like you? Apply to be our summer student today! CCOC is a progressive employer of choice that values diversity, collaboration, inclusive and open decision-making, innovation, creativity, and sustainability in all that we do.

Application deadline: 3:00pm Monday, April 12, 2020

Reports to: Executive Director

Compensation: \$15.48/hour, based on a 35-hour work week

It is CCOC's goal to be an inclusive organization and we are dedicated to building a workforce that reflects the diversity of the community in which we live and serve. We, therefore, actively seek to recruit candidates who are Indigenous, Black, Persons of Colour (IBPoC), persons from the LGBTQ2+ community, persons with disabilities and women. For this role, priority will be given to students who are Aboriginal or visible minorities.

Preference will be given to candidates with skills in additional languages, and candidates with personal or professional experience with marginalized communities.

Forward resume and cover letter by email to hire@ccochoosing.org. Your cover letter should specifically address how you meet the education, experience, competencies and skills listed in this job description. We thank all applicants for their interest; however only those candidates selected for interviews will be contacted.

This position will run from May through August.

Administrative Assistant (Summer Student)

Summary

Student will provide administrative support to various departments on an as-needed basis.

Responsibilities:

(This is not an exhaustive list)

1. Assists in the daily administration of the office by:
 - entering various department data into databases as required;
 - performing all general office duties including but not limited to, word processing, photo-copying, mailing, filing, etc.;
 - scanning documentation to tenant files;
 - providing excellent customer service at the service desk.
2. Initiate maintenance procedures by:
 - responding to emergencies by contacting appropriate personnel or agency; and
 - receiving requests from tenants for repairs, and making up work orders.
3. Performs such other duties as may be required by Executive Director.

This position supports the work of Centretown Citizens Ottawa Corporation, Centretown Citizens Housing Co-operative, and Cahdco.

Requirements:

- Proficiency in MS Office (Excel, Word, Outlook)
- Organized, detail-oriented with good customer service sense
- Ability to handle medium-weight objects 10 to 25lbs (short periods of physical effort required)
- Strong reading, comprehension, analytical and problem-solving skills
- Familiarity with property management practices and standard pest control procedures is a strong asset
- Fluency in a third (or more) language is a strong asset