

JOB POSTING

Posting #: NKF-2019-02

Position: SUMMER STUDENT –EVENTS AND ADMINISTRATIVE ASSISTANT

Status: CONTRACT –SUMMER POSITION

Department/Service: NEO KIDS FOUNDATION

Site: RAMSEY LAKE HEALTH CENTRE

PURPOSE:

Reporting to the Interim Executive Director of the NEO Kids Foundation (NKF), the Events and Administrative Assistant is responsible for assisting in the coordination and execution of NKF signature/third party events (including; Sudbury Dragon Boat Festival, Palladino Auto Group Golf Classic and NHL vs Docs for NEO Kids) and administrative duties.

REPORTING:

Under the general direction of the Interim Executive Director of NKF.

DUTIES AND RESPONSIBILITIES:

- Assist with the planning and execution of events hosted by NKF and third-party events
- Perform reception duties including answering and directing correspondence, meeting, greeting and assisting donors and visitors
- Provide support to staff in the use of Raiser's Edge/Blackbaud (data entry)
- Assist with distributing thank you cards and tax receipts
- Perform other duties as assigned

QUALIFICATIONS:

EDUCATION AND TRAINING:

- Working towards diploma/degree in public relations, communications, marketing, business administration or related field of study, or an equivalent combination of education and experience is required.

CRITERIA:

- NEO Kids Foundation requires that all students applying for this opportunity must be enrolled in post-secondary level studies and be returning to full-time studies upon the completion of their work term;
- Students must be available to work full-time from the beginning/mid-June until the end of August.

KNOWLEDGE/SKILLS/ABILITIES:

- Excellent verbal and written communication skills;
- Excellent Microsoft Office suite skills (Word, Excel, Outlook)



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- Ability to carry out general office administrative tasks such as filing, sorting, distributing mail inputting/extracting data to/from various applications
- Ability to operate with a high degree of professionalism and skilled at maintaining composure under pressure;
- Strong customer service skills;
- Ability to outline and meet or exceed goals;
- Willingness to work a flexible work schedule, including some evenings and weekends
- Valid driver's license and daily access to a reliable vehicle;
- Bilingualism is a definite asset;

The successful candidate may be required to obtain a current Police Criminal Record Check.

WORKING CONDITIONS:

Standard work week of 37.5 hours, but evening, weekends, and overtime hours may be required.

SALARY: \$15.00 /hour

**NEO KIDS FOUNDATION THANKS ALL APPLICANTS.
ONLY THOSE SELECTED FOR INTERVIEWS WILL BE CONTACTED.**

APPLICATIONS SHOULD BE SUBMITTED VIA EMAIL TO:

SCRISPO@HSNSUDBURY.CA

NO LATER THAN April 24, 2019 at 4:00 PM.