



## Summer Positions

(35 hours/week for 8 weeks)

**HOURLY RATE: \$17.00**

### **SUMMARY:**

We are looking for 3 outgoing youth (between the ages of 15-30 inclusive) to fill 3 separate full-time summer positions within the areas mentioned below in its North Bay office. All actions are performed according to the vision, mission, values, and overall strategic direction of PARNIPCAS. This position is outside of the Bargaining Unit. All actions are performed according to the vision, mission, values and overall strategic direction of PARNIPCAS. These positions are outside of the Bargaining Unit.

**Information and Technology Assistant** – The youth will assist the Society's Information Technology Systems team in performing help desk functions to learn the various systems and technologies of Child Welfare and Early Intervention services. They will also assist with filling help desk tickets for a variety of issues related to software, hardware, programming and general IT issues that come up in day-to-day service delivery. The youth will evaluate current IT environments to determine their suitability within the current climate of cyber protection. The youth will have access to IT Pro TV for developing their own learning in any 2 modules of their choice that would assist the agency in enhancing our IT environment.

Post-secondary education or relevant technology training/experience required. Certified Computer Technician will be considered an asset.

**Human Resource** – The youth will work collaboratively with the Society's Human Resources Department, and under guidance of the HR staff will support the development of a training workflow, updating the existing training database, and supporting the Department's annual workplan goals. The youth will provide a variety of administrative supports such as, creating and updating staff and volunteer files, data entry, and designing, developing, or editing existing HR forms/documents/spreadsheets. The youth will have an opportunity to assist on some large HR initiatives, including the development of a new Orientation program, and gain experience interactive with various levels of management and staff.

This is an entry-level position and is best suited for a youth seeking to gain experiences in a career in Human Resources. Post-secondary education or relevant Human Resources experience required.

**Community Project Assistant** – The youth will assist the Society with a variety of organizational tasks which includes entering data accurately into specialized inventory databases. The youth will have primary responsibility for a special program involving the organization and cataloging of youth belongings and community donations, and the development of an online inventory system. The student will also assist service staff by collecting local information and resources and developing a variety of information packages

The successful individual should have a keen attention to detail and strong organizational skills. Some post-secondary education in marketing or project management preferred but consideration will be given to other qualifications in combination with related experience.

**This position is part of the Canada Summer Jobs program and is funded by Canada. Therefore, each participant must meet the minimum eligibility requirements set forth by Canada, as listed below:**

- ✓ Must be between 15 and 30 years of age (inclusive) at the start of employment,
- ✓ Must be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*\*; and
- ✓ Must be legally entitled to work according to the relevant provincial / territorial legislation and regulations.

## APPLICATION PROCESS

Qualified applicants are encouraged to email their resume and cover letter to the Human Resources Department: [hr.information@parnipcas.org](mailto:hr.information@parnipcas.org).



We are committed to having a workforce that is reflective of the diversity of our community and strongly encourage applicants from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

Parnipcas is committed to a barrier-free, respectful, accessible, and inclusive work environment. We will endeavor to remove any barriers to the hiring process to accommodate those applicants with disabilities. Please inform Human Resources in advance should accommodation be required at any point in the recruitment and selection process.

Only those candidates selected for interviews will be contacted, however, we thank all applicants for their interest.

**Will remain posted until filled.**