

Employment Opportunity

Position Title: Health Information and Communications Assistant	Position Number: 2020-021
Department: SHOAL Centre Location: 10030 Resthaven Drive, Sidney, BC	Days/Hours of Work: Tuesday to Saturday, 8:30am – 4:30pm, 38 hours per week (occasionally hours may vary)
Remuneration: \$16 per hour **this position is subject to Canada Summer Jobs funding approval	Posting Period: Until March 27 th , 2020
Start Date: May 11 th , 2020 End Date: 14-week work term – subject to Canada Summer Jobs funding	Status: Temporary, Full-Time Union: Exempt

JOB SUMMARY:

The SHOAL Centre in Sidney utilizes a multi-dimensional approach in the provision of community services by combining recreation, volunteer services and food services, including a Youth Employment Program (YEP). The SHOAL Centre is run in accordance with the mission, vision and values of Beacon Community Services.

DUTIES AND RESPONSIBILITIES:

- Creating information tools about SHOAL programs including website, Facebook, YouTube, email, newsletters, pamphlets and flyers
- Working with volunteers, members, and public who include all ages (primarily seniors), abilities, and all socio-economic groups
- Develop strategies for reaching seniors, adults, those who are isolated, Aboriginal people living on the Saanich Peninsula, people with disabilities and newcomers to Canada to inform them of the programs and services offers at the SHOAL Centre
- Providing administrative assistance and training to volunteers who are primarily seniors.
- Assist with all aspects of operations of the SHOAL Centre
- Provide customers with assistance
- Operate cash register and handle sales
- Working with our Database and existing files

QUALIFICATIONS:

- Applicant must be between 15-30 years of age
- Applicant must have just finished full time schooling and be returning to full time schooling in the fall
- Preference will be given to those studying Health Information Science, Intercultural Education and Training, Recreation and Health Education, Technology and Society, Information Technology, Marketing, Indigenous Studies, and Communications

- High school graduate
- Must be able to work some weekends
- Current WHMIS Certificate
- Clear Police Criminal Record Check
- First Aid an asset
- Able to effectively use a computer and electronic devices

WE LIVE SAFETY!

The safety of our clients, staff and volunteers is a priority of Beacon Community Services. We promote healthy and safe working conditions in all of our operations. We are committed to continuously improving safety and *it is essential to this position*. We further support safety through the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work with volunteers and seniors
- Flexibility, ability to make decisions and act independently

APPLICATIONS

All interested applicants can [Apply Now!](#) quoting the position vacancy number **2020-021**. Please note only those applicants who are selected to continue in the recruitment process will be contacted.