

Family Service Thames Valley is Hiring Summer Students!
LOOKING FOR AN ADMINISTRATIVE AND DATA SPECIALIST
(Full Time Hours –8 week duration – June/July start date)

Are you a student between the ages of 15 and 30 looking for an opportunity to apply your specialized skills in administration and data management to amplify the impact of a long standing non-profit? Family Service Thames Valley has a summer student opportunity for you!

We are seeking an Administrative and Data Specialist that can provide administrative assistance. If you are proactive, love details, able to multi-task, an ace at communications, and have A+ organizational skills, attended full-time school in your previous year of study and will be returning to school full-time in September, then this opportunity is for you.

KEY RESPONSIBILITIES

- Administrative Support on assigned projects for the Leadership Team
- Data entry (client information, surveys, etc.)
- Working in a fast paced environment

Skills and Abilities:

- A passion to help others
- Proficient MS office skills and ability to learn new software
- Professional and able to interact with a variety stakeholders, clients and community partners
- Ability to work mornings, afternoons, and evenings, including coverage of vacations
- Ability to read, speak and write in French an asset
- Ability to speak another language an asset

We thank all applicants for their interest, only those selected to proceed will be contacted.

Family Services Thames Valley is an equal opportunity employer and committed to administrative fairness and equitable employment practices, should you require accommodation in making an application please contact Brenda Tipping at 519-433-0183 ext. 8301 or employment@familyservicethamesvalley.com.

Please submit in confidence a cover letter and resume by 5 pm on May 15, 2019.

Human Resources

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