

THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH JOB DESCRIPTION



Community Projects Intern

Department	Administration
Job class	N/A – OFF GRID \$20/Hour
Last Updated	April 2022

PRIMARY FUNCTION

Assists with municipal office functions, including customer service, document digitization, data entry, filing, registrations. Provides support to recreational programming for the community. They will work directly with the administrative and Senior's Services teams to assist with daily operations of the office and programs run throughout the municipality. They will collaborate with the administrative team to contribute to and implement community development initiatives, outreach, and promotion.

REPORTS TO

- Clerk Administrator

DIRECTION EXERCISED

N/A

MAJOR EQUIPMENT OPERATED

- Microsoft Office Suite and Outlook
- USTI Asyst & Quicken Financial Software
- Printer, Scanner, Photocopier
- Other office equipment & software

RESPONSIBILITIES

Municipal Office Responsibilities:

- Support Municipal events including planning, volunteer recruitment and management, and logistics support, attend meetings, take minutes, call or email volunteers and service providers.
- Administrative support using phone system, research using internet, learn internal digital record system, recording registrations, data entry, filing and sorting, document digitization, customer service, inventory control, recording information as needed.
- Supports the Community Projects Coordinator by assisting with project management, scheduling, and reporting, record information, phone and email communications, complete reporting documents with accurate information.
- Coordinate with team for scheduling, reporting, and correspondence related to funded infrastructure projects.

- Community outreach and marketing: volunteer recruitment, registrations, and scheduling of recreation programs. Provide direct support to the Municipal office for recreation registration, scheduling, and volunteer coordination by phone, in person, and using Microsoft programs for data management.
- Community Event promotion, planning, setup, and registration.

Trefry Centre Responsibilities:

- Assist Seniors Program Staff in administrative functions including data entry, reporting, filing, customer service, operating office equipment, phone system, and various Microsoft based computer programs.
- Assist Seniors Program Staff with developing and expanding new programming supporting the mission of the centre using internet research, providing recommendations verbally and in writing, and assisting with development, budgeting, and logistics of new programming.
- Active in community outreach relating to volunteer recruitment and programming awareness.
- Gain an understanding of the processes pertaining to Social Services for Seniors and Persons with a Disability.

Other duties as assigned.

QUALIFICATIONS

- Must be at least 18 years of age.
- Cannot have worked as an NOHFC intern previously
- Must meet one of the following criteria:
 - New entrant into the workforce
 - Entering a new field or industry from previous employment
 - Unemployed prior to this job offer and entering a new field
 - Underemployed prior to this job offer and entering a new field
- Administration, project management training or applicable experience and/or an interest in gerontology would be considered an asset.
- Proficiency in all aspects of Microsoft Office Suite.
- Good command of social media.
- Strong communication, interpersonal and organizational skills to foster collaborative relationships with the public and co-workers.
- Excellent English written and verbal communication skills.
- Adaptability, attention to detail and ability to multitask while meeting strict timelines.
- Must be comfortable in a collaborative work environment, with the ability to effectively demonstrate teamwork.

HOURS OF WORK

This position works 35 hours per week, Monday to Friday from 8:30 am to 4:00 pm. Attendance at occasional evening or weekend events may be required.