



Job Title: Credit Counselling Student Associate

Details: 8 weeks at \$14/hour for 30 hours/week.

Application process: Please send your application to: Steve Wesley, Manager, Credit Counselling Program: swesley@ccrc-ptbo.com

Closing date is May 18.

Eligibility:

This position is being advertised under the Canada Summer Jobs (CSJ) initiative. To be eligible for this position, you must be between 15 and 30 years of age on the start date of the job. You also must have been a full-time student during the previous academic year and be intending to return to full-time studies in the next academic year. You also must be a Canadian citizen, a permanent resident or a refugee under the Immigration and Refugee Protection Act. You must also be legally entitled to work according to relevant provincial legislation and regulations.

CCRC is an equal opportunity employer.

Tasks & Responsibilities:

1. Manage the Annual Debt Management Program Review project which will include checking interest bearing accounts, mailing or requesting information as needed for active clients and/or creditors, and updating databases with current information as received.
2. Actively assist with program promotion and community awareness, especial in regards to opportunities through Social Media
3. Administrative duties such as filing, photocopying, answering phone, ordering supplies, posting documents & communicating with clients.
4. Assist with community workshops and presentations if required.
5. Work cooperatively with CCRC employees and volunteers and participate with additional programs and tasks related to the work of Credit Counselling Service and CCRC.

Desired level of education: Some post-secondary education (College or University program) Students enrolled in a University or College Business Administration, Information Technology and/or Social Media/Marketing would be best suited to this position, as the tasks are largely administrative and will require excellent organizational ability. Ability to multi-task and think creatively would be clear attributes for this position.