



Digital Skills for Youth
Administrative and Communications Assistant Internship
Job Posting – Internal and External
Full-time Contract to March 31, 2022

CCRC is a charitable organization serving the needs of people in Peterborough City and County. We are currently seeking a full-time **Administrative and Communications Assistant Intern**.

This is a full-time 35 hour per week contract position, reporting to the Finance Manager, to start as soon as possible and ending **March 31, 2022**. Starting salary is **\$14.35 per hour**.

Working collaboratively with the administrative team and programs of CCRC, the Administrative and Communications Assistant Intern will provide assistance with the development and implementation of communications related items that support the work and initiatives of CCRC. They will do this on-site, from our reception desk where they will also provide customer service support to programs and customers in-person, via phone and email. Mentorship will be provided both in-person and remotely by members of the Administration team and staff members working in programs on-site.

The successful candidate will gain insight into working with diverse and marginalized populations, the various resources and funds available to people who are dealing with challenges around housing, personal stressors, and those involved with the justice system. They will be assisting the Fundraising and Communications Coordinator with tasks related to Social Media and website content including but not limited to: copy development, graphics design, strategic planning and scheduling. They will also be assisting with the development of targeted communications for clients, funders and donors and those organizations that work with CCRC.

The successful candidate will have superior written and verbal communications skills, familiarity with communications & Social Media platforms, comfort with various computer applications including MS Office suite, outlook, web-based email, graphics software. Customer-service related experience and a demonstrated commitment to equity and justice is preferred. Candidate will gain experience with: Case Management software, database, inter-office messaging, multi-line phone system, Xerox and fax machines. All CCRC staff members are required to complete COVID19 self-screenings daily when working in-office.

Post-secondary education as well as experience working in housing or a related social service program is preferred. This is full-time contract position to start immediately and will end

COMMUNITY COUNSELLING AND RESOURCE CENTRE

540 George Street North, Peterborough, ON K9H 3S2
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Toll Free 1-800-274-1611

 @CCRC_Ptbo
 @CCRC.Peterborough
 @ccrc_ptbo

www.ccrc-ptbo.com



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This position is made possible through an Internship Program of Pinnguaq as part of the Digital Skills for Youth Program delivered under the Career Focus stream of the Government of Canada's Youth Employment Strategy.

As such the following eligibility criteria for candidates apply:

- Youth must be between the ages of 15 and 30 years of age at the start of the internship
- Youth has completed a post-secondary education at a recognized program
- Be legally entitled to work in Canada
- Be a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada
- Must not be in receipt of Employment Insurance (EI) during the internship
- Self-assess as underemployed, meaning they are employed below their level of education and/or hold part-time employment

Committed to developing an inclusive workplace in the community we serve, CCRC encourages people of all cultures, genders, sexual orientations, religions, abilities, political affiliations, races and ethnicities to apply for this position.

Please submit a resume and cover letter outlining your qualifications for this position to: Lynda Terry by emailing lterry@ccrc-ptbo.com. Applications are due Sunday October 24, 2021 at 5:00 pm.

We thank all applicants for their interest; only those selected for interviews will be notified.

A United Way Member Agency.

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