



Vancouver Native Housing Society

**WE'RE HIRING!**

## Office Support Worker – 2018 Summer Student

### Job Purpose:

- Interested in getting work experience in the Non-Profit industry? Eager to work for and Indigenous organization? Passionate about safe, affordable, and accessible housing?
- Reporting to the Director of Human Resources, the Summer Student Office Support Workers will provide general office administrative support to administration, accounting, human resources, operations, property management, and other departments within Vancouver Native Housing Society.

### Reports to:

Director of Human Resources

### Duties and Responsibilities:

- Providing direct administrative and office support to the Head Office staff
- Maintaining and updating filing required in human resources, accounting and administrative areas
- Coordinating and assisting in organizational activities and events
- Performing related duties, such as word processing, maintaining record systems, faxing and photocopying.
- Providing support in Receptionist area as needed
- Presenting a positive and professional image of the VNHS office to all visitors, suppliers, inquiries, and other persons.
- Other related duties as directed

### Qualifications: Education, Training & Experience

**Successful candidates must meet the criteria specified by Service Canada under the Canada Summer Jobs Grant to be eligible to receive the Canada Summer Jobs Grant, including:**

- Must be between 15 and 30 years of age at the start of the term of employment
- Registered as a full time student during Sept 2017- June 2018
- Intending to return to school on a full –time basis during the academic year of Sept 2018- June 2019

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Vancouver BC, V5L 1S9

Email: [careers@vnhs.ca](mailto:careers@vnhs.ca)

Phone: 604.320.3312  
Fax: 604.320.3317





- Currently a student in a secondary, post-secondary, vocational or technical program, or university
- Be a Canadian Citizen, permanent resident or person on whom refugee protection has been conferred

**Assets:**

- Working knowledge of standard office procedures and ability to use software such as MS Excel, Word and PowerPoint; applied knowledge of Windows, Outlook and Internet Explorer
- Comprehensive knowledge of Indigenous histories, cultures, and traditions
- Experience working with Indigenous populations and communities
- Familiarity with social housing programs and services
- Office work experience

**To Apply:**

Email the following to [careers@vnhs.ca](mailto:careers@vnhs.ca):

- **Resume**
- **1-page cover letter**

This position is a Full-time Position (37.5 hrs per week)