



At Sanare Centre we believe that together we can end sexual violence.

We are looking for one remarkable **Office Clerk Summer Student** as part of the **Canada Summer Jobs program**. The Office Clerk Summer Student helps set the atmosphere for those accessing Sanare Centre programs and services by providing excellent customer service through all reception mediums (in-person, over the phone, and via online systems.) Additionally, the Office Clerk Summer Student ensures accurate entry of all client information into electronic database, inclusive of the closed client file system. This position also assists with some of the day-to-day administrative support of the organization.

This is a temporary seasonal position (35 hours per week) for 8 weeks. Sanare Centre is an equal opportunity employer and encourages applicants from diverse groups to apply, however this funding has special requirements that are under the Eligibly Requirements for the Canada Summer Jobs section of this posting. Please ensure you read those on the following page prior to applying for this position.

Responsibilities include:

- Detailed and repetitive data entry.
- Provide reception services inclusive of answering main phonenumber, directing calls and taking messages as appropriate.
- Input client files into database.
- Collecting fee for service payments.
- Sending invoices online and through postal service.
- Archive client files as per administrative client file procedures.
- Prepares materials for meetings, programs, and events.
- Provide administrative assistance to office moves, trainings, fundraisers, and community events.

What we offer you:

- Competitive Wage of \$18.00
- Work-life balance
- A great team

Qualifications:

- High school diploma.
- Attention to detail.
- Proficient in Microsoft Office software and computers.
- Experience using office equipment, like printers, scanners, and phone systems is an asset.
- Typing speed and accuracy.
- Excellent knowledge of correct spelling, grammar and punctuation.
- Maintains confidentiality.
- Organization skills, with an ability to stay focused on assigned tasks.
- Demonstrates compassion through non-judgmental words and actions.
- Cultural sensitivity and competence in addressing needs of diverse populations.

- Talented in prioritizing and managing multiple work tasks and deadlines.
- Ability to work a flexible schedule.
- A satisfactory Criminal Records Check and Child/Youth Check.

Eligibility Requirements for the Canada Summer Jobs:

- Be between 18 and 30 years of age.
- Returning to post-secondary education after the temporary job placement.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Not a member of the Immediate Family of the Employer or a member of the Immediate Family of an officer or director of the Employer.
- International students are not eligible participants.
- For more information about Canada Summer Jobs: <https://www.jobbank.gc.ca/youth>
- **Please do not apply if all these conditions are not met.**

If you are dynamic, results orientated, and love working in a supportive, innovative, ever-changing environment this may be the right opportunity for you. Start date for this position will be either end of June or beginning of July for 8 weeks ending before August 30, 2025 to follow Canada Summer Jobs guidelines.

Closing Date: May 30, 2025

To apply, submit a Cover Letter and Resume to jobs@sanarecentre.ca. Thank you in advance for applying; the select individuals who meet the qualifications and eligibility requirements of Canada Summer Jobs will be selected and contacted for an interview. Job posting will remain until suitable candidate is found.