



## WORKFORCE PLANNING HAMILTON: CANADA SUMMER JOBS

Please read the details below before applying.

WPH are looking for those with previous knowledge and experience with the **Green/Clean Economy**, as this role will require intensive research into this sector. This is an 8-week contract starting May 28th, 2024, so please ensure you are available for that timeframe in a 35hr/week capacity.

How to apply:

Email: [michelle.butcher@workforceplanninghamilton.ca](mailto:michelle.butcher@workforceplanninghamilton.ca)

In **one PDF document** please attach your resume and a letter confirming:

1. You meet the requirements of the Canada Summer Jobs grant (details below)
2. How your previous experience or knowledge with clean/green economy will support the work we do at Workforce Planning Hamilton

This role is made possible through the Canada Summer Jobs Grant. To qualify for this role, you must:

- Be between 15-30 years of age as of May 27, 2024
- Be a Canadian Citizen, permanent resident, or someone to whom Refugee Status has been granted/conferred.
- Have a valid SIN
- Unfortunately, according to the grant stipulations, international students are not able to apply for this role.

Closing Date: May 14th, 2024

Due to the large number of applications, we will only be contacting those who will be invited for the next steps of the recruitment process.



<b>Title</b>	ADMINISTRATIVE ASSISTANT - Green/Clean Project Administrator
<b>Reports To</b>	Executive Director
<b>Hours</b>	Full time 35 hours per week
<b>Contract</b>	8-week contract starting May 28, 2024
<b>Rate of Pay</b>	\$19.50/hr

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**Job Purpose:**

The Administrative Assistant is responsible for performing clerical tasks and providing administrative support to the staff at Workforce Planning Hamilton. This role involves keeping records, coordinating communications, and keeping the workplace organized and efficient and project coordination.

***This position is responsible for coordinating the day-to-day activities of the Workforce Planning Hamilton staff and supporting with the development, coordination, and execution of a research project regarding Hamilton's Green/Clean Economy with the use of labour market information and data/research collection.***

**About the Hamilton Green/Clean Economy Project.**

Workforce Planning Hamilton is hiring 3 summer students through the Canada Summer Jobs Grant and the summer students will work collectively to support Workforce Planning Hamilton's goal of researching Hamilton's Green/Clean Economy. This project will involve collaboration, data research, collection, and interpretation to create a report and contribute to the work the organization does. A strong understanding of labour market research and the green economy is beneficial for this role.



## **Duties and Responsibilities:**

Specifically, this position entails, but is not limited to:

- Schedule meetings, appointments, events, and conferences as needed.
- Answer phone calls, take messages and connect staff to the appropriate parties, facilitate communication between staff and clients.
- Maintain the organizations recordkeeping system, both physical and electronic.
- Support with sending invoices, collect payments, handle receipts, and track any other financial transactions as necessary.
- Create and maintain spreadsheets, reports, and any other company information in an organized and confidential manner.
- Perform clerical tasks including mailing, faxing, scanning, photocopying, and printing.
- Prepare agendas, take/transcribe minutes and follow-up taking action when necessary.
- Screen and review incoming correspondence (mail and email), prioritize items for action and initiate responses.
- Maintain contact lists and organize correspondence by urgency and importance.
- Other functions and tasks as required to support the organization.

## **Skills and Competencies**

- Knowledge of office management systems and procedures.
- Experience with project planning and research
- Knowledge of the Hamilton community and its stakeholders
- Excellent time management skills and ability to prioritize tasks by urgency and importance.
- Ability to multitask and work in a fast-paced work environment with frequent interruptions and competing priorities.
- Strong attention to detail and proofreading skills.
- Professional written and verbal communication skills.
- Resourceful, flexible, and adaptable.
- High degree of common sense and initiative for problem solving.
- Exhibits good discretion, judgement, tact and diplomacy. Maintains confidentiality.
- Excellent organizational, planning and project management skills.
- Works efficiently and effectively independently and in a team environment.
- Works effectively under pressure in a busy and dynamic environment.
- Able to learn new systems, programs and applications quickly.
- Strong understanding of and belief in the advancement of customer service based on best practices, communication and collaboration.
- Good knowledge of standard office practices and procedures.

## **Qualifications**

- Previous experience working in an administrative position is an asset
- Strong knowledge of and proficiency in office organization softwares (Office 365, Zoom, Adobe, etc.).
- Strong data entry and keyboarding skills.
- Working expertise of office equipment.

## **Working Conditions**



- This position is a hybrid working position. You will be working from home and have access to our central downtown Hamilton Office.
- You will be required to travel into downtown Hamilton to work from the office
- You must have your own IT equipment (ie. Laptop)
- The standard workweek for this position is 35 hours. The standard business hours for this position is 9:30am-4:30pm.
- May require sitting, facing screens, and using phones for extended periods of time.