

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following summer student vacancy:

Student Assistant, Community and Social Services

Contract, full-time

May 6, 2024, to August 30, 2024

Hourly rate: \$17.77 - \$19.23 (35 hours per week)

Reporting to the Customer Service Unit Supervisor, you will utilize your strong organizational, administrative, and customer service skills to provide support to all sections of the Community & Social Services Department. You will work on initiatives related to Ontario Works, early years, homelessness and housing services. You will apply your interpersonal skills to work with members of the public, staff, and community partners. This opportunity will provide you with direct experience in municipal Social Services as well as exposure to municipal government functions and responsibilities.

Qualifications & skills:

- Post-secondary education in a Social Service related program is preferred;
- You must be proficient in Microsoft Office;
- Ability to work independently and as a team player;
- Knowledge of the Community and Social Services department;
- First Aid/CPR training is considered an asset.

Eligibility requirements:

A student is defined as a person between the ages of 15-30 at the start of the employment; registered as a full-time student in the previous academic year (2023/2024) and intends to return to school on a full-time basis in the next academic year (2024/2025). As 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, you are legally entitled to work in Canada. You must be available to work from May 6 to August 30, 2024.

The successful candidate will be required to submit a satisfactory Vulnerable Sector Check prior to the commencement of employment.

We thank all applicants for their interest, however, only those selected for an interview will be notified.

How to Apply:

When emailing your application, please ensure your cover letter, résumé, and any other supporting documents are submitted in one file - preferably MS Word (.docx) or Adobe (.pdf). Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Monday, April 22, 2024**, to:

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6

Email: hr@northumberland.ca

Subject line: Student Assistant, Community and Social Services

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.