

JOB POSTING

Data Clerk-Summer Position (Post-Secondary Student)



Aboriginal Mother Centre Society

The Aboriginal Mother Centre Society is a non-profit organization that provides Transformational Housing and other supports for single, Aboriginal mothers in Vancouver, including a licensed daycare for children age 3-5, and other social support programs to the TH Residents and some community members. The Aboriginal Mother Centre Society is seeking applications for a Full-Time Summer Position for a Data Clerk.

Job Title Data Clerk-Summer Position

Name of Facility Aboriginal Mother Centre Society

Qualifications

- Must be a Full-time Post-Secondary Student returning to school in Fall of 2017 as Full-Time student
- Experience in filing, data management, administrative duties, maintaining professional networks
- Excellent communication skills (both verbal and written), strong interpersonal, problem solving, presentation and organizational skills.
- Ability to handle all confidential matters with data and information
- Ability to effectively interact with employees at all levels of the organization and work with a variety of people from many diverse backgrounds and socio-economic status
- Excellent knowledge of post-colonial issues affecting Aboriginal people with a view to how to overcome those issues.
- Extremely knowledgeable of Aboriginal identity and culture and why a culture based program such as the AMCS is important

Key

- Responsibilities**
- Works closely with the each departments and Executive Director with file management
 - Self-motivated, goal oriented with ability to work well along and with high initiative in team settings
 - Demonstrated ability to multi-task, adapt to changing priorities and meet tight, changing deadlines
 - Create spreadsheets with large numbers of figures without mistakes
 - Transfer data from paper formats into computer files or database systems using keyboards
 - Resourceful, logical thinker and process-oriented with excellent attention to detail
 - In-depth working experience of Microsoft Office, including Word, Excel, PowerPoint and Outlook
 - Demonstrated ability to maintain high degree of confidentiality is a must
 - Perform other special projects and duties as assigned
 - AMCS is committed to honouring and respecting diverse Aboriginal cultures, identities and knowledge of Aboriginal community protocols
 - Applicants of Aboriginal Ancestry are preferred.

Region Vancouver

Employment Terms

FT Summer

Position Start Date May 8th, 2017

Closing Date

Open Until Filled

Salary To Be Confirmed

Hours of Work

37.5 hours per week

Additional Notes *Due to the nature of the work environment, it is required that all staff members perform duties beyond their job description, such as, but not limited to, answering phone, taking messages, helping other employees with organizing community events, and assist co-workers regardless of the program.*

Contact Information

Please submit your cover letter (please self-identify if you are of Aboriginal Ancestry) and resume to:

Name Lindsie Manywounds, EA

Fax Number 604-558-2628

E Mail Address ea@aboriginalmothercentre.ca

Mailing Address 2019 Dundas Street Vancouver, BC Canada V5L 1J5

Website Address www.aboriginalmothercentre.ca

*Thank you for your application; AMCS will only contact successful candidates that meet the requirements for an interview.
For more information or other employment opportunities, please visit our website.*