

Administrative Coordinator Position (Summer Student)

Fraternity Hispanic Association non-profit Hamilton, Ontario

\$14.00 an hour - Contract

The Fraternity Hispanic Association is a not for profit organization dedicated to promote the personal, social, and cultural development, the unity and inclusion of Hispanic- Canadian community in the Hamilton area.

Start Date: June 11, 2018 for 12 weeks

Hours: 30 hours per week:

Salary: \$14.00 /hour

Location: 1418 Osprey Drive, Unit 5, Ancaster

Closing date to apply: Posting will remain open until position is filled

Job Description:

The administrative coordinator will organize administrative files, support de planning of events, and assist with the distribution of marketing materials and community outreach.

Job Duties & Responsibilities

- Support the planning and organization of events and programs carried out by the organization.
- Assist with the preparation and distribution of marketing materials via emails, website and social media.
- Participate in outreach activities with the Hispanic Canadian community
- Update volunteer, sponsors and membership database
- Arrange meetings based on pre-determined schedules
- Maintain electronics and paper records in an organized fashion
- Assist with the preparation of the Hispanic Heritage Month
- Additional administrative tasks as assigned.

Requirements/Qualifications:

- Excellent initiative and organizational skills
- Must be self-motivated, community oriented, enthusiastic and friendly personality
- Proficiency in Microsoft Word, Basic knowledge of Excel.
- Able to communicate effectively in English/Spanish
- Candidate must be between 15 to 30 years of age (inclusive) at the start of employment
- Was registered as a full-time student during the preceding academic year
- Intends to return to school on a full-time basis during the next academic year
- Is a High School, University or College Student
- Student has to 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
- Has 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 regulation
- Having a driver's license is an asset
- Students from visible minorities are encouraged to apply

Please submit your resume to info@afhhamilton.ca