



JOB POSTING

Job Position: Summer Students
Compensation: \$11.40/hour

Indus Community Services is an accredited, not-for-profit agency serving our local communities for over 32 years. We are a registered charity, supported by our donors and by all three levels of government.

Vision: Leaders in building strong and supportive communities.

Mission: Supporting our growing communities to manage change through quality client-centered social & health services and responsive public education.

Position Summary:

All summer student employment opportunities are contract positions, ranging from 6 – 16 weeks during the summer months (May to August) and are contingent on funding approval from the Canada Summer Jobs program. Start dates for positions will vary (between May to July 2017) and all positions will end on August 25, 2017. Interviews will only be conducted after funding approval has been received. *Due to the anticipated high volume of resumes we may receive, we will not be able to give status updates on individual applications.*

Job Position	Location
Administrative Assistant	3038 Hurontario St., Mississauga
Program Assistant - Long Term Care	
Childminding Assistant	
Program Assistant - Senior Wellness	415 Matheson Blvd E., Mississauga
Program Assistant - Long Term Care	
Program Assistant - Senior Wellness	245 Queen St., Brampton
Program Assistant - Long Term Care	
Childminding Assistant	21 Regan Rd., Brampton
Administrative Assistant	
Program Assistant	180-B Sandalwood Parkway E., Brampton

Qualifications and Skills:

- Applicants must be between the ages of 18 to 30 years (inclusive), currently enrolled in a post-secondary educational institution, on a full-time basis for the 2016/2017 academic year, returning to full time studies in the fall of 2017 (*proof will be required*)
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act** (**Foreign students are not eligible)
- Is legally entitled to work in Canada according to the relevant provincial/territorial legislation and regulations
- Self-motivated, detail-oriented, proficient at meeting deadlines and comfortable working on multiple projects simultaneously
- Must have good computer skills (MS Office)
- Must demonstrate flexibility and adaptability
- Able to work as a team with site staff, and sensitive to cultural, linguistic and religious diversity
- Must commit to full contract duration – dates and times
- *Please visit our website for qualifications & skills required for specific positions*

How to Apply:

- For this recruitment, we are accepting applications via email only.
- Resumes must be emailed to hr@induscs.ca by 4.30pm, April 17th, 2017.
- Subject line of email must clearly state the position being applied for.
- Detailed information on the Summer Student Program and Job descriptions for each position are listed on our website – www.induscs.ca. Please review the information outlined on our website prior to applying.

This job posting is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Indus Community Services is an equal opportunity employer and is committed to establishing a qualified workforce that is reflective of the diverse populations we serve. We are committed to accommodating people with disabilities as part of our hiring process. If you have special requirements, please advise Human Resources during the recruitment process. We encourage applications from all qualified individuals; however, only those under consideration will be contacted. **No phone calls please.**

Posting Date: February 9, 2017