



## Employment Opportunity

**Mission Statement:** Senior Persons Living Connected (SPLC) supports healthy aging by providing client-centered housing, programs and services that meet the needs of diverse older adults.

---

**Position:** Facilities Administrative Assistant (Summer Position)  
**Hours of Work:** 30 hours per week  
**Duration:** 8 weeks  
**Report to:** Facilities Administrator  
**Respond to:** Human Resources Department, email: [hrd@splc.ca](mailto:hrd@splc.ca) or  
Fax: 416-493-3391

This position is made possible through Canada Summer Jobs, an initiative of the Summer Work Experience Program of Human Resources Development Canada.

---

### **Responsibilities and Duties**

- Checks and opens new files for Housing Applications for older adults and seniors from diverse backgrounds including newcomers and visible minorities
- Sends acknowledgement of applications
- Contacts clients to update their status and willingness to remain on the market rent waiting list.
- Drafts simple notices and signs (English/ Cantonese/Mandarin/Tamil/Greek)
- Posts and removes notices as per schedule
- Follow up and close job orders
- Answer simple housing enquiries
- Prepare daily set up forms for recreation activities
- Ability to speak a second language (Cantonese, Tamil, Mandarin, or Greek) an asset

### **Education**

- Currently enrolled in secondary education

### **Skills & Experience:**

- Previous administrative experience an asset
- Excellent attention to detail
- Able to handle multiple tasks and handle priorities
- Strong organizational skills and time management skills
- Strong computer skills in using Excel, Word and email
- Ability to speak a second language (Cantonese, Tamil, Mandarin, Greek) an asset

### **Additional Qualifications**

Eligible candidates must:

- be between 15 and 30 years of age at the start of employment
- have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- be legally entitled to work in Canada

Senior Persons Living Connected (SPLC) is a diverse work environment. We encourage applications from all persons, including persons with disabilities. Accommodation will be provided, if needed, in accordance with the Ontario Human Rights Code and Accessibility for Ontarians Disability Act.



## Employment Opportunity

Please submit your application quoting the position you are applying to by **Friday, June 1<sup>st</sup>, 2018** by mail, fax or email:

Mail: Human Resources Department  
3333 Finch Avenue East  
Scarborough, ON  
M1W 2R9

Fax: 416-493-3391

Email: [hrd@splc.ca](mailto:hrd@splc.ca)

While we thank all applicants for their interest, only those applicants selected for interview will be contacted.