



Office Assistant

Location

Hybrid, Sarnia/Lambton

Position status

This is a new temporary position made possible through the Canada Summer Jobs Program
Casual/Seasonal, 9 weeks, 30 hours per week

Salary

\$17.70 per hour

Selection Process:

Artificial Intelligence is not used during the hiring process.

Why Join The Kidney Foundation?

Excellent kidney health, optimal quality of life for those affected by kidney disease, and a cure. This vision drives us to build community connections, fund research and deliver programs and services that make a difference in the lives of those impacted by kidney disease, while engaging them in a community of care and support.

You can make a difference by joining our dynamic and dedicated team at The Kidney Foundation of Canada!

What do we offer?

- A hybrid working environment
- Monthly home internet allowance
- Vacation will be provided at the rate of 6% of earnings
- Health related leave is provided based on percentage of earnings
- Statutory holidays are provided as per Provincial Employment Legislation
- A culture that supports continuous learning and development

Job Overview:

The Office Assistant will participate in enhancing the image and public awareness of The Kidney Foundation of Canada by providing assistance to various initiatives and fundraising activities.



What You Will Be Doing:

- Provide administrative and clerical support
- Exercise strong customer-service skills in all interactions with current and potential volunteers/sponsors, donors, participants, committee members and staff.
- Prepare thank you letters, acknowledgments, proposals and other fundraising-related materials
- Draft correspondence, reports and presentations; edit and format documents
- Work closely with the team to ensure the success of our signature and third-party events.
- Assist with marketing of signature events.
- Proactively identify and support opportunities for collaboration with other team members to optimize fund development opportunities
- Other duties as assigned

Qualifications, Skills and Experience Needed:

- Excellent verbal and written communication skills;
- Good organizational and time management skills;
- Good interpersonal skills and strong teamwork abilities;
- Ability to meet deadlines and juggle multiple priorities in a timely, efficient manner;
- Computer literacy e.g. competency of Microsoft Office and internet experience.

In addition, this position is funded through the **Canada Summer Jobs** Initiative. As such, applicants must meet the requirements indicated below:

- Be between 15 and 30 years of age at the start of the employment
- Be a Canadian citizen, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations. International students are not eligible.

How to apply?

Email your resume to: jenna.barlow@kidney.ca

We wish to thank all applicants for their interest and effort in applying for this position; however, only candidates selected for interviews will be contacted.

This position will remain open until a suitable candidate has been found.



More about The Foundation?

To learn more about The Foundation and explore our vision and mission, please visit our website at kidney.ca

At The Kidney Foundation of Canada, we value diversity, which helps us to understand and meet the needs of the people we serve. We also recognize the important role it plays in fostering creativity and innovation.

The Kidney Foundation of Canada welcomes and encourages applications from people from all walks of life, including diverse gender identities, Indigenous Peoples, visible and ethnic minorities, and people with disabilities. Accommodation is available confidentially upon request for candidates taking part in all aspects of the selection process.

Kidney Foundation of Canada complies with the requirements of Accessibility Act.