



Gilda's Club Simcoe Muskoka (Gilda's Club) is a welcoming, home-like, non-residential community of *free* support for those living with cancer — men, women, teens and children — *along with their families and friends*, whatever the outcome.

SUMMER STUDENT ADMINISTRATIVE ASSISTANT

Reporting to:	Operations Manager
Dates of Availability:	July 5 th to August 20 th , 2010
Hours:	37.5 hrs/week – some days and evenings
Hourly Wage:	\$10.25/hr.
Requirements:	Must be at least 18 years of age with some experience working within an office or administrative environment Currently enrolled in post-secondary education and returning to school full time in the fall of 2010 Pass all required background checks

Special consideration will be given to student applicants from designated groups including Aboriginal, member(s) of a visible minority or person(s) with a disability.

Responsibilities:

- Support the day to day operations of administration and work alongside the Operations Manager to ensure support is provided to all departments
- Liaise with staff members regarding administrative needs and requirements
- Establish and maintain ongoing communication and support with staff on operational matters
- Provide backup support to update web site as required
- Provide administrative support at awareness events, social functions and other activities as assigned
- Working with Resource Development and Program Staff to ensure accuracy of the confidential database of donors and members

If you have a passion for working with people, an exuberant amount of energy and are keen for a summer of fun, please forward a letter of introduction and a current resume to:

Operations Manager, Gilda's Club Simcoe Muskoka
10 Quarry Ridge Road
Barrie, ON L4M 7G1
Email: joinourteam@gildasclubbarrie.org
Application deadline: June 4th, 2010