

Job Posting Summer Student 2018

The Sinneave Family Foundation (“Sinneave”) is a national organization dedicated to building successful futures for adolescents and adults living with Autism Spectrum Disorders (“ASD”).

We host a variety of activities and work with partners toward a vision that individuals with autism are supported in the transition to adulthood to realize their highest quality of life.

Our mission is achieved by targeting our energy and resources to share promising practices, build system capacity and foster policy development in the areas of Continuing Education, Employment and Independent Living.

Sinneave has a position available for a Summer Student beginning in May through August 2018. The successful candidate will provide support to our Resource Centre as well as other projects sponsored by the Foundation.

Summary of Key Responsibilities

The summer student is responsible for providing information and assistants to guests, clients and staff of Sinneave as well as some administrative tasks.

As a member of the Sinneave team provide support that:

- Demonstrates and models personal behaviors that reflect and support our shared vision and values.
- Enhances Sinneave’s image with its clients, partners, employees, volunteers, community and other stakeholders
- Communicates our shared vision and values to key stakeholders.
- Takes an active role in activities that support our organizational strategy.
- Ensures Sinneave’s reputation is held in high regard.

Accountabilities:

General

- Provide assistance in the Resource Centre
 - Greet visitors and clients
 - Provide navigation/information services
 - Answer phones
 - Update information bulletin boards
 - Data entry as directed
 - Help clients complete any required forms
 - Refer visitors and/or callers to the Transition Program Coordinator as required

- Help organize and maintain Resource Centre materials/resources (i.e. community and government resources, books, journals, articles, brochures, information packages)
- Provide administrative and data management support to the reception staff.
- Assist in preparing presentations and documents
- Preparing materials to be shared with staff, participants and stakeholders
- Provide supervision of online training for Café intern staff
- Other duties as required or assigned

Skills Requirements

- Completion of secondary school is required
- Enrolled in a social work program an asset
- Excellent written and verbal communication skills is required.
- Proficiency in the use of variety of software applications including MS Word, PowerPoint, and Excel

To be eligible for this position applicants be a student and:

- be between 15 and 30 years of age
- 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 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
- have 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 regulations

Please send applications electronically to:

Norm Lepitre, Director of Administration and HR
norm.lepitre@sinneavefoundation.org

Or by mail or fax to:
The Ability Hub
Suite 300, Child Development Centre
3820 - 24 Ave NW
Calgary, AB
T3B 2X9
Phone (403) 210-5000
Fax (403) 284-9298
www.sinneavefoundation.org

Application Deadline: May 10, 2018