**Job Posting**

**Summer Students 2019**

The Sinneave Family Foundation (“Sinneave”) is a charitable operating foundation 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 visionthat 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 Education, Employment and Independent Living.

Sinneave has two positions available for Summer Students beginning in May through August 2019.

**Summary of Key Responsibilities**

The successful candidate will provide assistance and support to our programs and projects as well as some administrative tasks.

**As a member of the Sinneave team provide support that:**

* Works collaboratively with colleagues to achieve the organization’s goals.
* Demonstrates and models personal behaviors that reflect professionalism.
* Ensures Sinneave’s reputation is held in high regard.

**Accountabilities:**

**General**

* Provide assistance in the Resource Centre
  + Update information bulletin boards
  + Data entry as directed
  + Help organize and maintain Resource Centre electronic materials/resources (i.e. community and government resources, books, journals, articles, brochures, information packages)
* Provide administrative and data management support to the program staff.
* Assist in preparing presentations and documents.
* Preparing materials to be shared with staff, participants and stakeholders.
* Assisting in a national initiative supporting work experience for young people on the autism spectrum.
* Assisting in the supervision of staff in our food services department.
* Assist food services interns in achieving food safe and WHMIS certifications.
* Assist in the planning for and delivery of summer camps.
* Assisting with the implementation of a new record retention system (integrating hard copy and electronic records and assisting with identifying records for destruction).
* Assist with the planning for group social activities for young people with autism.
* Other duties as required or assigned.

**Skills Requirements**

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

**To be eligible for this position, applicants will:**

* Be between 18 and 35 years of age;
* 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; and
* 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 Sinneave Family Foundation

Suite 300, Child Development Centre

3820 - 24 Ave NW

Calgary, AB

T3B 2X9

Phone (403) 210-5000

Fax (403) 284-9298

[www.sinneavefoundation.org](http://www.sinneavefoundation.org)

**Application Deadline: April 23, 2019**