



Position: Office Administration STEP Student

Seasonal Term: Minimum of 240 hours

Flexible schedule with hours to be completed between May 1 and August 31, 2019

To qualify for this position you **must** have attended a high school or a post-secondary institution in the 2018-19 Academic Year (September 2018-June 2019) and are returning to school full time (no later than November 1, 2019).

The Office Administration role reports to the Executive Director and will assist with the day-to-day operations of off-season administration to ensure the spirit of Christmas arrives to over 25,000 less fortunate children in Edmonton this Christmas.

A typical day may include

- Scanning and filing to archive documents
- Researching best practices, policy samples and granting opportunities
- Documenting procedures based on policy and best practices
- Creating an online testing mechanism for volunteer screening
- Having way too much fun and spontaneously breaking out into song
- Assisting with event preparation and execution of outdoor events
- Data entry
- Communicating with the general public, donors, volunteers, recipients in person, via email and telephone in a timely and professional manner
- Enthusiastically expressing volunteer and donor appreciation
- And the ever popular “other duties as assigned” such as: stuffing envelopes, ordering coffee and office supplies and making a big deal when a child visits Santas Depot

You

- Demonstrate the values of 630 CHED Santas Anonymous
- Possess exceptional written and oral communication skills
- Are amazing and fun
- Consider working in Word, Excel, Publisher and finding your way around the internet a breeze
- Thrive on taking a challenge and finding a creative solution
- Can be flexible with your time if there are weekend or evening events
- Are as excited to come to work as you are to leave work
- Have experience with databases and are so accurate with data entry it is astounding
- Can physically lift thirty pounds
- Have reliable transportation. Work location is 12122 68 Street, Edmonton.
- Are willing to provide a criminal record check

Interested applicants are invited to submit via email a cover letter and resume. Ensure the subject line reads “STEP 2019”.

Resumes accepted until April 24, 2019 or a suitable candidate is found.

Lana Nordlund, Executive Director

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