<u>Housing Services</u>
<u>Community Relations Assistant - Summer Student Position</u>
Various Positions

2023-SUM-CHS-41-43

<u>Job Description:</u>

- Coordinate summer food program for social housing dependents
- Assist with organizing community events/opportunities for low-income people living in social housing in Hastings County
- Provide information regarding available community programs to social housing residents
- Assist Housing Recreation Program Coordinators as required
- Other duties as assigned

<u>Skills/Qualifications:</u>

- Enrolled as post-secondary student (College/University) and returning to full-time education at a post-secondary institution in September 2023
- Strong computer skills (Internet, MS Programs)
- Strong interpersonal & organizational skills
- Ability to prioritize
- Experience/education in social services field required
- Experience/education relating to children, youth and seniors an asset
- Valid "G" license
- Must have own vehicle or regular access to a vehicle
- Clear police background check
- Confidentiality Agreement must be signed

Work Location: **Belleville and/or Trenton**
Position Length: **May 23 – August 25, 2023**
Closing date to Apply: **February 21, 2023 by 4:00 pm**

Please direct resumes to: careers@hastingscounty.com

*PLEASE QUOTE 'SUMMER STUDENT **Posting #2023-SUM-CHS-41-43** IN THE SUBJECT LINE WHEN APPLYING FOR THIS POSITION.*
FINAL LOCATION BEING FILLED MAY BE DIFFERENT FROM THAT POSTED.