



St. John Ambulance

SAVING LIVES
at work, home and play

Who We Are

As Canada's leading first aid and safety charity, St. John Ambulance is dedicated to enabling people's health, safety, and quality of life through training and community service. Building on a 900-year tradition, St. John Ambulance provides first aid, CPR, and safety training and products, where proceeds also help fund several charitable community programs. St. John Ambulance British Columbia and Yukon strives to be the National leader on technology upgrades, providing community services, and create a dynamic working environment to attract talented employees.

General

Our British Columbia and Yukon headquarters is seeking a temporary Office Assistant for the Community Services Department. This position will be supporting non-emergency client care and community health initiatives with our Community Transfer Program. You will receive real world experience working in a fast-paced, healthy work environment focused on not-for-profit client health services.

Responsibilities and Duties

- Support the successful delivery of the Community Transfer Program by working on customer relationship management, market research, and record keeping;
- Play a key role in supporting brand awareness and community outreach;
- Aid in program evaluations to determine community impact;
- Participate in weekly team meetings to integrate work with team goals and program targets; and
- Participate in weekly reporting and feedback meetings with supervisor to ensure opportunities for growth and development of skills.

Qualifications and Skills

- Excellent verbal and written communication skills;
- Strong organizational skills and detail oriented;
- Ability to work independently and within a team;
- Proficient in computer programs;
- Ability to build strong relationships with clients and customers;
- Previous experience with administrative and data entry work is an asset;
- Previous experience in a customer-oriented role is an asset; and
- Previous experience with market research is an asset.



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This position is funded by the Canada Summer Jobs Program. To be eligible for this role, candidates must meet the following requirements of the program:

- be between 15 and 30 years of age (inclusive) at the start of employment;
- be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and
- be legally entitled to work according to the relevant provincial / territorial legislation and regulations.

This is a full-time temporary position with a duration of two months. The expected start date is September 28th, 2020.

If you or someone you know is interested in this position, please email a resume and cover letter to bcy.hrteam@sja.ca.