



Employment Opportunity

Skate Canada NL – Administrative Assistant (Summer Student Position – 8 weeks)

Job Description

- Administrative Assistant (2018 NL Summer Skating Academy)
- Temporary, full time (8 weeks, 30 hours per week).
- Start Date – July 2
- \$12.00 per hour. Funded by Canada Summer Jobs and Skate Canada NL.

Eligibility

- (a) is between 15 and 30 years of age (inclusive) at the start of employment;
- (b) was registered as a full-time student during the preceding academic year;
- (c) intends to return to school on a full-time basis during the next academic year;
- (d) is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- (e) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act** and;
- (f) is legally entitled to work according to the relevant provincial / territorial legislation and regulations

Duties:

- Provide support to SCNL Executive Director and Skate Canada NL Board of Directors.
- Ensure smooth operation of the NL Skating Academy and address any questions and concerns.
- Perform general administrative duties such as greeting visitors, handling phone, email and mail inquiries, photocopying, faxing, filing, preparing receipts.
- Prepare timely distribution of material for member clubs and Board of Directors.
- Other related duties as specified by the Executive Director and Chair of the Board.

Closing date for applications: May 31, 2018

Email: skating@sportnl.ca

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