



Saskatoon Public Schools Foundation

Job Posting: Summer Office Assistant

April 15th-August 23rd, 2024

Position: **Summer Office Assistant**

Saskatoon Public Schools Foundation (SPSF) is hiring a **Summer Office Assistant** from April 15 to August 23, 2024. This position will be minimum 30 hours per week up to a maximum of 37.5 hours per week, with flexible hours from Monday to Friday within the 8:00am to 4:30pm workday. The rate of pay is \$16 per hour.

Duties will include, but not limited to:

- Administrative support and coverage for summer holidays.
- Assisting SPSF & SPS staff with programs and events.
- Available full time for one week in August (likely August 12-16 TBC) to support Camp Brain Power, including organizing resources, assisting instructors and volunteers, helping with students, and other tasks that may arise. Camp Brain Power takes place in multiple schools across Saskatoon therefore the successful candidate will be required to have a valid driver's license and a reliable vehicle.
- Documenting the Camp Brain Power experience through photos, video, interviews, and statistics.

Desired Qualifications:

- Experience or knowledge of working with youth.
- Strong knowledge of computers and computer programs, including Word, Excel, and PowerPoint.
- Strong oral and written communications.
- Willingness to take initiative.
- Strong organizational skills.
- Ability to work independently with direction from SPSF staff.
- Comfortable meeting and working with people of all ages.

Applicants must be:

- Between 16 and 30 years of age (inclusive) at the start of employment.
- A Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act. *International Students are not eligible.
- Legally entitled to work according to relevant provincial legislation and regulations.

A Vulnerable-Sector Record Check will be required upon request. A letter to get one done at no charge to the applicant will be provided.

Applicants should provide an electronic copy of their resume with a cover letter and three references to info@spsfoundation.ca by 5:00pm Thursday, March 28th, 2024, with interviews taking place immediately following. Only those applicants invited for an interview will be contacted.

Applications are encouraged from persons of Indigenous ancestry as we strive to develop a representative workforce.

