PROGRAM ASSISTANT POSITION
THE CARING AND SHARING EXCHANGE
Contract Position from November 27 2023 to December 22 2023

The Caring and Sharing Exchange (C&SE) is an Ottawa-based charity which provides assistance to local individuals and families in need. The C&SE mission is to provide assistance during both the Christmas and back-to-school seasons through the Christmas Exchange program and the Sharing in Student Success program.

POSITION SUMMARY:

The C&SE is seeking a Program Assistant to join our close-knit team to assist with our Christmas Exchange Program. This is a remote job opportunity, with the expectation that the successful candidate will be working Monday to Friday, from 9:00AM to 4:30PM. This position will be mainly responsible for managing the day-to-day administrative needs of the organization and assisting with the coordination of our Sponsor A Hamper Program.

OFFICE COORDINATION:

• Manage the day-to-day administrative needs of the organization, answering phones, responding to inquiries through the general e-mail box, etc. (hamper@caringandsharing.ca)
• Contacting sponsors to ensure their experience is going well
• Tracking the receipt of email reminders from clients
• Tracking the receipt of hamper delivery notices from sponsors
• Other general office duties as required

KEY QUALIFICATIONS/SKILLS:

• Post-secondary education or a combination of education and experience
• Excellent interpersonal skills
• Ability to employ a high degree of discretion in dealing with confidential documents/information
• Demonstrate sound judgment, high integrity, and an ability to cultivate and build positive lasting relationships with donors, volunteers, prospective supporters and the public
• Database experience (knowledge of NetSuite would be an asset)
• Bilingualism (English/French) is an asset
• Proficiency with Microsoft Office
• Experience working within a non-profit organization would be an asset

Please apply by Friday, November 10, 2023 by e-mailing your cover letter and resume to
referrals@caringandsharing.ca using the subject line Program Assistant