



Seeking TWO Program Assistants

One contract will last from October 30 to December 24 2024

The other contract will last from November 06 2024 to December 24 2024

The Caring and Sharing Exchange (C&SE) is an Ottawa-based charity which provides assistance to local individuals and families in need.

POSITION SUMMARY:

The C&SE is seeking **TWO** Program Assistants 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. These positions 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.
- 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, October 18, 2024 by e-mailing your cover letter and resume to referrals@caringandsharing.ca using the subject line Program Assistant