

Job Opportunity for May 2018
Looking for a Job That Matters?
Become a Workplace Assistant!

Position: Workplace Assistant

Employer: Melissa Myers

Location: Autism Nova Scotia

About the employer:

My name is Melissa Myers. I have a Masters of Social Work. I was born with physical (dis)Ability, specifically cerebral palsy. Due to my (dis)Ability, throughout my education I have required an academic assistant to aid with my studies. Now, in the workforce, I require a workplace assistant to aid me in my position as Family Support and Respite Coordinator at Autism Nova Scotia.

Responsibilities:

Looking for a workplace assistant to aid me in my position as Family Support and Respite Coordinator at Autism Nova Scotia. Some of your responsibilities may include reading and assisting in comprehension of research articles and other text, typing/writing notes as well as information for a proposal, assisting me with emails and scheduling, helping me prepare and set up for presentations, and attending meetings and other workplace events with me. Other small tasks may include helping me with my coat, office tasks such as printing and photocopying as well as handling other office materials.

Qualifications:

- Some university or completion of university, with a focus on Social Sciences (Psychology, Sociology, etc.). Other areas of study may be considered.
- Knowledge of Autism Spectrum Disorder (ASD)
- Strong writing skills (will need to demonstrate skills during interview)
- Ability to function autonomously and within the inter-professional team
- Excellent communication skills, both oral and written
- Strong organization and administrative skills with attention to detail
- Ability to multi-task and maintain focus in a busy environment to meet deadlines
- Working knowledge and prophecies with Social Media (Facebook, Twitter, Instagram., etc.)
- Knowledge in graphic design for promotional materials
- Advanced computer skills (database entry, Microsoft word, PowerPoint, Excel, Outlook, etc.)

Wages and Hours:

- Full-time: 36 hours/week, 8:30-4:30, Monday-Friday
- Flex hours: Evenings and Weekends as scheduled
- \$13.00/hour

Interested applicants are invited to submit a resume and cover letter by email to: Melissa Myers by email at Melissa.Myers@autismns.ca

Start date: ASAP

Application Deadline: May 18th 2018