



Centretown Community
Health Centre
Centre de santé
communautaire du Centre-ville

JOB POSTING

Centretown Community Health Centre, a not-for-profit, health and social service organization has the following part-time opening for an:

Administrative Assistant

The Administrative Assistant is primarily responsible for secretarial and administrative support for the “Healthy Women, Healthy Communities” project.

Requirements:

Essential

- High school graduation diploma and secretarial diploma or equivalent training experience.
- Sound knowledge of word processing, data base systems and desktop processing
- Minimum 2 years experience in secretarial/administrative assistant functions.
- Excellent office administration skills.
- Highly developed verbal communication and listening skills.

Start Date: Immediately

Compensation: \$16,000 (Pro-rated from \$32,000)

Language Designation: Spanish and English.

Please send your resume including a summary of your experience as it relates to this position by My 18th to:

Jacqueline Bittencourt
Healthy Women, Healthy Communities Project Coordinator
Centretown Community Health Centre
420 Cooper Street
Ottawa, ON K2P 2N6
Fax: (613) 233-2062
Email: jbittencourt@centretownchc.org

Applicants must include a 1 page attachment in Spanish, along with their resume which clearly demonstrates how their previous experience corresponds to the above qualifications.

We regret only candidates selected for an interview will be contacted.

CCHC is an equal opportunity employer and values diversity in its workforce.

**Building healthier communities...together
Ensemble...pour bâtir des communautés en meilleure santé**