



Project Assistant

Location: Armstrong

Duration: 8 weeks / 30 hours per week

Start Date: negotiable, between June 3, 2019 and July 2, 2019

Funded in part by the Government of Canada

Education and Other Requirements

- A high school graduate with an interest in office administration or business process documentation
- Applicants must be between 15 and 30 years of age and qualified to work legally in Canada

Position Overview

Under the direction of a Project Coordinator, the Project Assistant undertakes assigned project tasks in support of a variety of business areas, including: administration and quality assurance.

Key Duties and Responsibilities:

- Assist with creation of a procedures manual for administration functions by shadowing administrative staff and documenting step-by-step procedures.
- Assist with production and/or updating of documentation required by Quality Assurance group.
- Other duties of an administrative nature as assigned.

About Kindale

Kindale Developmental Association is a non-profit charitable Society with operations in Greater Vernon, Armstrong, and Salmon Arm. Kindale provides a variety of services and supports for children, youth, and adults with developmental disabilities and other challenges. Kindale's services include: residential homes, home sharing, outreach support, community inclusion, day programs, recreational activities, employment training, and employment supports. Kindale's administrative offices are in Armstrong, BC.

To Apply

Please send cover letter, resume, and references to:

Kindale Developmental Association
FAX 250-546-3053 or Email: kindale@kindale.net