



Digital Records & Admin Support

The SAiF Society is looking for a P/T temporary (30 hours/week for May 1 - Aug 31) Assistant to help us transcribe our client paper records into our digital system and support with administrative projects. This role offers an hourly rate of \$19-21/hr, does not include a benefits package at this time and is supported by the Canada Summer Jobs program. We offer a friendly, dedicated, and passionate work environment and we're looking for someone who will fit with our culture and team. This is an onsite role for Mon, Tues, Thurs & weekends as appropriate to complete the work.

Working closely with our Executive Director and Administrative Assistant/Volunteer Coordinator, you'll be supporting our project to digitize all our records for easier and more efficient access as well as support other admin projects as needed given the increase in client demand. We do require someone who understands discretion, confidentiality and accuracy are paramount to our work.

Key Responsibilities:

- Transcribe handwritten and other hard copy records into a secure management database;
- Support statistics collection and reporting;
- Support clinical administrative tasks;
- Support fundraising administrative tasks;
- Other related duties as required.

Minimum Required Qualifications *(per Canada Summer Jobs Program Requirements):*

- Familiarity working in an office environment;
- Strong competence working with Windows 365 and a fast and accurate typing speed;
- Legally able to work in Canada;
- Between the ages of 15-30 years of age;
- Has a current Social Insurance Number.

Our Ideal Candidate has:

- Excellent written and verbal communication skills and consider your attention to detail and accuracy a key strength;
- Sensational organizational skills and the ability to multi-task;
- You are extremely trustworthy and maintain the strictest confidence with information you may come across in the course of your work;
- Completed a Medical transcription course or similar would be an asset.

Additional Requirements:

- Criminal and Vulnerable Sector Check required.

We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as members of Black, racialized or visible minority communities, Indigenous Peoples, people identifying as 2SLGBTQ+, and people with disabilities. If we can make this easier through accommodation in the recruitment process, please contact us at info@saifsociety.ca

If you're interested in joining our passionate and dedicated team and feel you fit this role, please submit your application directly to Areni Kelleppan, Executive Director areni@saifsociety.ca. Please note that resumes submitted without a cover letter will not be considered. We appreciate all those who take the time to apply but only those selected for an interview will be contacted. Thank you.