

**Office Assistant**  
**Student Summer Contract – July 8 to August 30, 2019**  
**8 weeks/30 hours per week**

The Office Assistant position is responsible for providing support at the front desk of Gilbert Centre as well as being involved in various projects throughout the agency such as general clerical support and with the planning of special events. Gilbert Centre is a registered, not-for-profit, charitable organization that was formed in 1993 as the AIDS Committee of Simcoe County in response to the HIV epidemic in Simcoe County. Since its inception the mandate of the organization has broadened to not only support people living with and affected by HIV, but to also support and celebrate the lives of the LGBTQ communities in Simcoe County and Muskoka Region. Gilbert Centre covers a large catchment area encompassing a significant geographic territory with a mix of small and mid-sized urban environments and rural settings.

**Responsibilities:**

- Provide general reception duties such as greeting clients/public, answering calls and providing information.
- Provide support to staff on various projects including a summer picnic for LGBTQ2S youth and families, gatherings for LGBTQ2S seniors, area Pride festivals and outreach activities.
- Participate in event and team meetings, take and distribute minutes as needed.
- Other administrative, clerical and operational duties and responsibilities as required.

**Qualifications:**

- Must be between of 15 and 30 years of age;
- Must be a Canadian Citizen, permanent resident or a person on whom refugee protection has been conferred;
- Possess computer skills;
- Commitment to social justice, diversity, equity, and anti-oppression principles.

**Remuneration and Hours:**

- 30 hours per week, 4 days (Monday through Thursday)
- Eight weeks from July 8 to August 30
- \$14.00 per hour

The Gilbert Centre is an equal opportunity employer. We strive to build an inclusive workforce that reflects the rich diversity of the community in which we live. To this end, we encourage applications from persons living with HIV/HCV, members of Lesbian, Gay, Bisexual and Transgender communities, individuals from First Nations, Inuit, and Métis communities, members of diverse ethno-cultural communities, and persons with dis/abilities.

Please forward resume and cover letter to Colin Green, Director, Research & Development at [coling@gilbertcentre.ca](mailto:coling@gilbertcentre.ca) by noon on **Friday May 17, 2019**. No phone calls please.