



# Job Description

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## Grey Bruce Hospice Inc.

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**Position Title:** Office Assistant Intern/Co-Op  
**Reports To:** Executive Director  
**Job Grade:** 1 GBH Intern/Co-Op  
**2024 Rate:** \$18.94/hr at 40hrs/week

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### Position Summary

- Provide a variety of technical and paraprofessional/professional services to the Grey Bruce Hospice Inc. (GBH) in the areas of migration to digital records; assisting with communication including marketing, social media, and branding, as well as Strategic Plan implementation; and financial data entry.
- Provide direct administrative support to the Executive Director as required and consistent with the policies, practices, and procedures of the organization.

### Key Duties & Responsibilities

- Work with the Executive Director to digitize all Medical and Human Resources records, completing the migration of GBH to paperless organization.
- Support the ED and Board in communication and promotion of the Strategic Plan and accreditation.
- Some specialized tasks that may include:
  - Marketing
  - Technical Support
  - Social Media
- Support with website updates and design.
- Complete data entry of financial accounts receivable and accounts payable.
- Investigate protentional grant opportunities or GBH using specialized software.
- Display and promote positive “Team Player” attitudes and actions. This includes positive communications with supervisors and other GBH staff regarding ideas and initiatives to enhance the workplace improve policies, procedures, and services.

### Education, Specific Training, and Relevant Work Experience

Note: A Co-Op student is currently enrolled in a full-time post-secondary program.

Note: An Intern may be enrolled or a recent graduate.

1. Enrolled/Completed a post-secondary Diploma or Degree program in Office Administration, Medical Administration, Business Administration, Marketing, Graphic Design, or other relevant program.
2. Must have working knowledge of computers, MS Office Suite, Internet searches, and database searches;



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3. Industry standard software such as Adobe, Canva.
4. Must be able to demonstrate strong public relations skills, interpersonal, verbal, and written communication skills; and
5. The ability to demonstrate strong organizational skills.

## Commitment to Health & Safety

All employees must personally comply with, assume appropriate Internal Responsibility Systems, and compliance with all health and safety practices, standard operating procedures and the Occupational Health and Safety Act and Regulations. This includes completion of designated Health and Safety training.

## Job Details

<b>Hours of Work:</b>	This is a full-time, 40 hours per week for the months of April through August. Some occasional weekend and evening work is expected.		
<b>Direct Reports</b>	0		
<b>Overtime:</b>	Applies		
<b>Driver's License:</b>	Not Required	<b>Class:</b>	None
<b>Approval:</b>	Approved February 13, 2024		

*This position is a paid Co-Op / Intern opportunity and will be shared with Georgian College.*