



Neighbourhood House Operations Intern, Central Services (Internal/External Posting)

The Association of Neighbourhood Houses of British Columbia (ANHBC) is seeking an energetic and detail-orientated individual to join our team as a **Neighbourhood House Operations Intern** at ANHBC Central Services for 8 weeks. Incorporated in 1894, ANHBC is a charitable non-profit that operates eight neighbourhood houses and an outdoor centre in the Lower Mainland. Our Central Services office is an active hub providing support across ANHBC and to three other related organizations.

The Operations Intern will play a key role in supporting the operations of a non-profit organization. Areas of responsibility will include:

File Management

- Digitizing files
- Archiving
- Retention, storage and destruction of files

Administration

- Data entry
- Reception
- Information and referrals
- Filing
- Arranging couriers
- Arranging catering
- Office organization
- Database management

Other Duties:

- Taking minutes at meetings
- Assembling meeting packages
- Event planning activities
- Marketing and fundraising activities

Qualifications:

- This position is funded by the Canada Summer Jobs and to be eligible, youth must be:
 - between 19 to 30 years of age at the start of the employment;
 - a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; **and**
 - have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Proficient in Microsoft Office, Internet applications and comfortable with a range of technologies and applications
- Excellent verbal and written communication skills in English
- Team and customer oriented; demonstrated interpersonal skills
- Must have a valid BC driver's license

Closing Date:

Friday, May 31, 5:00pm

Hourly Wage:

\$15.91/ hour plus 4% vacation

Terms of Employment:

35 hours per week for 8 weeks

Start Date:

Negotiable

Submit cover letter and resume to:

Carly Geistlinger, Operations Manager
Association of Neighbourhood Houses of British Columbia
#203 – 3102 Main Street,
Vancouver, BC V5T 3G7
Email: cgeistlinger@anhbc.org

ANHBC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying. Our total compensation and benefits package reflects our commitment to our staff and their family.

We thank and acknowledge all applicants and will proactively contact those selected for interviews.