

VACANCY

Applications are invited from qualified individuals to fill the following position:

Administration and Donor Services-Paid Internship (TEMPORARY FULL TIME CONTRACT – 12 MONTHS)

NORTH BAY REGIONAL HEALTH CENTRE FOUNDATION

The successful candidate will assist the Foundation by providing administrative, financial and customer services in various fundraising and business projects. Specific key duties and responsibilities of the role include but are not limited to:

- Processing donations from collection to recognition.
- Basic bookkeeping entries utilizing QuickBooks.
- Preparing agendas and minutes for various meetings.
- Contributing to fundraising events planning, promotion, and execution.

Qualifications

- Preference will be given to candidate with education in related fields of Business Administration, Accounting, Communications and marketing, and/or similar programs.
- Must be a new entrants into the work force, or transitioning to a new career.
- The intern must also not have previously participated in an NOHFC internship program.
- Must be able to maintain complete confidentiality and discretion.
- Excellent interpersonal skills and highly developed organizational skills.
- Ability to work under-pressure with tight timeframes.
- Demonstrated experience and ability to use various software such as Excel, Microsoft Suite, QuickBooks or similar accounting software.
- Demonstrated ability to work effectively with a diverse group of staff and the community.
- Bilingualism (English/French) is an asset.

Please note: NBRHC is committed to achieving 100% compliance with its COVID-19 Vaccine Policy. As a result, please be advised that in order to be eligible for employment at the Health Centre, all new hires must be compliant with our COVID-19 Vaccination Policy and must be fully vaccinated prior to commencing employment. To be considered fully vaccinated, an individual must have received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by the World Health Organization (e.g. two doses of a two-dose vaccine series or one dose of a single-dose vaccine series) and received the final dose of the COVID-19 vaccine at least 14 days ago.

The requirement that successful applicants be fully vaccinated is subject to any accommodation obligations pursuant to the Ontario Human Rights Code.

Criminal Reference Check including the Vulnerable Sector Check: recent within six (6) months is a requirement

Interested candidates are asked to submit your resume and cover letter with a copy of this job posting with completed qualification checked off ✓ beside each qualification you hold.

For the Workforce Development Stream: This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

Please quote File **NU F-21-080, Admin and Donor Services Intern** to:

Email: careers@nbrhc.on.ca

Human Resources

50 College Drive
P.O. Box 2500
North Bay, ON P1B 5A4
Fax: (705) 495-7977

Application will not be accepted after the closing date and time.

Date Posted:

TUESDAY, DECEMBER 21, 2021 AT 1200 HOURS

Date Posting Expires:

TUESDAY, JANUARY 4, 2021 AT 1200 HOURS

North Bay Regional Health Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application.

NORTH BAY REGIONAL HEALTH CENTRE IS AN EQUAL OPPORTUNITY EMPLOYER

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY:



An Agency of
the Government
of Ontario