UNITED for communities

WORK EXPERIENCE OPPORUNITY POSTING

Office Support Assistant
(Work Experience Opportunities Placement)

Organization: Hospice Society of the Columbia Valley (HSCV)
Position Available: 1
Duration: 240 hours (approximately 20 hours per week over 12 weeks, with flexibility where possible)
About This Opportunity The Hospice Society of the Columbia Valley is offering a work experience placement for someone who would like to develop their computer skills and learn about working in a community organization. **You do not need previous work experience or strong computer skills to apply.**

United Way British Columbia

Canada BRITISH COLUMBIA

This program is funded by the Government of Canada and the Province of British Columbia.

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Office Support Assistant

Organization: Hospice Society of the Columbia Valley (HSCV)

Position Available: 1

Pay: $20 - $30 per hour stipend

Duration: 240 hours (approximately 20 hours per week over 12 weeks, with flexibility where possible)

About This Opportunity

The Hospice Society of the Columbia Valley is offering a work experience placement for someone who would like to work in a charitable, non-profit organization.

Your work will support HSCV's mission to empower, advocate for, and support individuals and families through life's most difficult transitions.

Responsibilities

- Scanning and helping organize community resource information
- Helping organize physical documents and files
- Entering data on computer
- Providing office support and general administration as needed
- Performing other duties as assigned

Skills & Abilities Requirements

- Ability to communicate effectively, both verbally and in writing.
- Ability to work independently and collaboratively.

To Apply: Please submit your resume and cover letter to ed@hospicesocietycv.com

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