



**Employment Opportunity
Filing Coordinator
Grant Funded Term (Summer)**

TITLE: Filing Coordinator
TERM: 3 Month Summer Term
LOCATION: 661 Main Street
DEPARTMENT: Administration
REPORTS TO: Executive Director
WAGE: \$18 per hour
HOURS OF WORK: 40 hours per week

KEY RESPONSIBILITIES

- Develop efficient filing systems for document and files at MSP
- Sort through files, identifying if and how a file should be stored or destroyed based on MSP's filing policy
- Organize files according to dates, content and/or significance
- Ensure file storage and retention adheres to all applicable legislation and policies
- Scan and upload files to digital filing systems
- Create or update records with new information

ELIGIBILITY REQUIREMENTS & QUALIFICATONS

- Based on the funding requirements for this position, applicants must be youth aged 15-30
- Experience in file management and administrative roles is considered an asset
- Excellent organizational, analytical and project management skills
- Proven ability to work within an interdisciplinary work environment with respect, professionalism, cooperation, sensitivity and cultural awareness
- Excellent attention to detail
- Proficiency in Microsoft Office applications
- Ability to perform physical work, including standing for long periods of time and lifting up to 50 lbs
- Satisfactory Criminal Record Check with Clear Vulnerable Sector Search and Clear Adult Abuse Registry Check required

APPLICATION PROCESS:

When submitting your application, be sure to indicate the correct position information in the **subject line** when applying.

Submit required documentation to	hr@mainstreetproject.ca
Required Documentation	Resume, Cover Letter & Certifications
Closing Date	May 16, 2022 @ 9 am
Subject Line	Filing Coordinator

Main Street Project recognizes the importance of building a workforce that is reflective of the community it serves, where culture, language and perspectives drive a high standard of care and service. Therefore, preference will be given to Indigenous people and those who reflect the people/population we serve. Applicants are asked to self-declare in their cover letter along with describing how they meet the above qualifications.

We thank all applicants but only those selected for an interview will be contacted.