

## Hiring! Job Position Available

IA SENB is seeking a mature, responsible, organized and reliable student for the position of:

### Data, Material, and Storage Systems Organizer.

Maximum 12 weeks, 35 hrs/week, Wage 14.75/hr.

**Eligibility:** This is a NB SEED Contract position:

To be eligible for the SEED position, the candidate must be a (**student**), and must:

- be a resident of New Brunswick or a First Nation community in New Brunswick;
- be eligible to work in Canada;
- **NOT** be an immediate family member (spouse, children, parent, brother or sister) of the employer;
- be a **high school** student **entering grade 10, 11 or 12 in September 2023**; **OR**
- be a **full-time grade 12, university or college student** in the current academic year of **2022-2023** **AN4D** be attending a post-secondary institution full-time in the fall of 2023.

### **Job Responsibilities:**

Review storage organizational needs, research appropriate, storage/organizational options & recommend most viable option(s),

In collaboration with the IA Data and Security Team, develop user & training guides, & present an in-service for use of the system & guide for IA staff.

Set-up of data entry to the selected system & maintain orderly filing systems (digital/ hardcopy), & workspaces.

Categorize, sort, (create digital copies & purge as required), label, file, & store, digital, hard copy & other physical materials & spaces.

Schedule work effectively, create a detailed calendar of daily & weekly plan, account for emergencies & optimize resources.

Effectively receive & share information within your workplace & communicate with team.

Assess problems thoroughly & logically, identify the source, reach a reasonable conclusion, develop possible solutions based on that information. Provide concise & organized information to team members to help improve workplace efficiency.

Some 'manual lifting' will be required.

Meet work deadlines.

### **Qualifications and Skills Needed**

Exceptional organizational skills in digital, hard copy and other materials, including:

**Time management:** including flexibility, allocating adequate time to tasks, balancing work needs, and meeting deadlines while delivering quality work.

**Communication:** effectively receive and share information, provide concise and organized information.

**Delegation:** list out prospective candidates, organize your tasks, and allocate them effectively for optimal results

**Attention to detail:** storage/organizational options data entry, the development of user and training guide, presentation of an in-service for use of the system and guide for IA staff.

**Analytical thinking skills:** reading, understanding, and interpreting involves assessing a problem thoroughly and logically, identifying the source, and developing possible solutions, and reaching a reasonable conclusion based on that information.

**Decision making:** assessing relevant factors, considering the implications, and making thought-out decisions. prioritizing tasks based on their relevance.

**Interested applicants** should submit their resume and cover letter to:

[contactus@inclusionadvocacy.ca](mailto:contactus@inclusionadvocacy.ca) Specify:SEED-Data-Storage References required.