



## We Are Hiring

### Information Management Assistant Summer Position (May 13 – August 30, 2019)

Kinsight is a Non-Profit Organization that operates out of the Tri-Cities and New Westminster. From infants to seniors, we serve over 2,000 families with children, youth and adults each year. Our work is guided by the people we serve and tailored to enhance growth, development and personal well-being. We work with hundreds of community members and professionals to welcome and include all people, and foster vibrant and healthy communities. Our mission is to provide options and opportunities for people to have meaningful relationships and fulfilling lives.

#### POSITION SUMMARY:

The Information Management Assistant will support Kinsight with the collection and storing of all documentation related to its work. The assistant will work with senior leadership on the ongoing implementation and development of an information management system.

This position is 37.5 hours per week (Monday to Friday) and pays \$17.09/hour.

#### QUALIFICATIONS:

- Qualification requirements include post-secondary education in management information systems, library and archival studies, business administration, or a related field.
- Knowledge of best practices for information management and records retention.
- Basic knowledge of computer operating systems and related equipment; technical terminology; and modern office practices.
- Knowledge of business process improvement, work simplification, process flow charts and forms design
- Knowledge of BC privacy and information access legislation and confidentiality protocols
- Excellent communication
- Strong system troubleshooting skills, and ability to train and support end users

***As per the funding guidelines from the Canada Summer Jobs Program Service Canada, this job opportunity is available to candidates who must be between 15 and 30 years of age at the start of employment. Priority will be given to applicants who are a member of a visible minority and/or have a disability. These positions are subject to funding approval through Canada Summer Jobs 2018.***

If you want to spend a fun and active summer gaining valuable employment experience in your field, we invite you to apply for one of our summer positions. You'll be part of a great team that thrives with the challenge of delivering on our mission every day. Please send your resume and cover letter to: [employment@kinsight.org](mailto:employment@kinsight.org)

These are full time, temporary positions that require Union membership and a satisfactory criminal record check. Only those selected for an interview will be contacted.