



L'Arche is part of a worldwide network of over 140 communities where men and women with intellectual disabilities and those who support **them share life together**. Every year, L'Arche communities welcome "assistants" who come to live, work and create home with people with intellectual disabilities.

Often called "the school of the heart," L'Arche is a dynamic example of how people of different intellectual capacity, social origin and culture can live together. L'Arche strives to shape a more human and just society where each person's gifts are known and celebrated. For more information visit [www.larche.ca](http://www.larche.ca)

**Posted:** May 5, 2022

**Position:** Summer Admin Assistant

**Number of Positions:** Two

**Location:** Sudbury

**Prerequisite:** Candidate must have been a fulltime student this past academic year

**Start date:** Immediate

**Duration:** 8 weeks, 35hrs/week or equivalent

**Salary:** \$18.88/hr

**Hours of work:** 8am-4pm

L'Arche Sudbury is seeking an energetic and organized individual for the role of Summer Admin Assistant. These roles will function to support various administrative needs of L'Arche Sudbury, primarily in the areas of Capital Campaign, Development, and the Community Participation Program.

#### **Position Summary:**

Together with other members of the house team, the Summer Admin Assistant is responsible for the support, care and well-being of the individuals with disabilities at the house and day-to-day life in the home. Summer Admin Assistant is an effective member of the house team and L'Arche community.

#### **The ideal candidate will possess the following:**

- Excellent organizational skills, time management and effective communication skills
- Attention to details in all written and verbal communication
- The ability to work independently and in a team setting
- Creative problem solving, decision making skills and adaptability
- The ability to effectively prioritize tasks and manage change
- Proficiency in various computer applications such as: Microsoft Office (Excel, Power Point, Word and Outlook) as well as social media platforms
- Ability to understand and adhere to L'Arche policies and procedures
- Desire to embrace the Identity and Mission and to engage others by using the Servant Leadership Model

#### **Qualifications:**

- Ability to clear a Criminal Reference check including vulnerable sector screening
- Open to and willing to learn L'Arche history, values and vision
- Welcoming and respectful of differences, team player
- Ability to take direction and follow-through on commitments in timely fashion
- Fluent in spoken and written English and able to effectively articulate thoughts and ideas in a team setting. Ability to speak French considered an asset
- Valid Driver's licence required considered an asset

**How to Apply:**

Please apply with a resume and cover letter to the attention of our Hiring Committee

Human Resources

Renee Mulryan

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