



**Posted: Tuesday May 6<sup>th</sup>, 2025**

## **JOB POSTING**

### **RECORDS ASSISTANT (2)**

Castlegar & District Community Services Society invites applications to fill the temporary contract position within the organization. The following will outline the details of this position.

**Summary of the Duties and Responsibilities of the Position:**

CDCSS has a short-term administration project that needs to be completed. The position involves developing a new filing system, going through old records, deleting duplicates and organizing and re-packing files to be sent off to required funders.

**Details of the Position:**

1. \$25.43/hour, there is no vacation nor entitlements as this position is strictly a contract. You will be issued a T4A as a contractor.
2. There are about 38 hours available total per worker (76 hours total). Hours to be worked must fall during business days and hours (M-F 8:30-4:30pm).
3. We are hiring two workers to work as a team.
4. This position is excluded from the bargaining unit.

**Start Date:** On or about May 26<sup>th</sup>, 2024

**Closing Date for Applications:** Friday May 16<sup>th</sup>, 2025 at 4:30 p.m.

**Application Process:** Send a cover letter detailing your interest in the position and resume by the closing date and time noted above to [info@cdcsc.ca](mailto:info@cdcsc.ca). Please put *Records Assistant Application* in the subject line.

**<JOB DESCRIPTION FOLLOWS>**



## Castlegar & District Community Services Society

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<b>Position Title:</b>	<b>Records Assistant</b>
<b>Reports to:</b>	Executive Director and a CDCSS Project Lead
<b>Classification:</b>	Excluded
<b>Project Dates:</b>	On or about May 26 <sup>th</sup> , 2025, to August 30 <sup>th</sup> 2025
<b>Project Summary:</b>	CDCSS has a short-term administration project that needs to be completed. The position involves developing a new filing system, going through old records, deleting duplicates and organizing and re-packing files to be sent off to required funders.

### Key Duties and Responsibilities:

5. Read through and organize files onsite by program and funder
6. Institute a new filing system
7. Shredding duplicate and expired (not-required) records
8. Implementing a new filing system with dated, required files
9. Packing files required to be sent back to funders

### Education, Training, Abilities and Experience:

10. A secondary education is required
11. Experience with social services case management and record-keeping is required
12. Not-for-profit experience and knowledge of the vulnerable sector in the West Kootenay
13. Strong written and verbal communication skills
14. Ability to work independently and have strong time management skills
15. Strong interpersonal skills and a pre-existing network in the community are an asset

### Wage:

16. \$25.43/hour, there is no vacation nor entitlements as this position is strictly a contract. You will be issued a T4A as a contractor.
17. There are about 38 hours available total per worker (76 hours total). Hours must be worked during business hours Monday-Friday 8:30-4:30pm.
18. We are hiring two workers to work as a team.

### Additional Information:

19. You will be required to sign an Oath of Confidentiality and adhere to all Agency and Program Policy Directives in the course of your work.
20. You are required to submit a clear Criminal Records Check (CRC) and Vulnerable Person's Check.
21. Due to the confidentiality involved with this work, CDCSS employed unionized staff are not permitted to apply.
22. Students in social work and humanitarian fields are encouraged to apply.

More details will be described in the interview. Please submit your covering letter and resume to: [info@cdcsc.ca](mailto:info@cdcsc.ca) and state *CDCSS Records Assistant* in your subject line.