



Program Developer Assistant
NS Wheelchair and Recycling
Program
(Summer Student)

Easter Seals Nova Scotia is a not-for-profit organization which delivers high-quality services and programs to children, youth, and adults with disabilities. Based in Halifax, we promote inclusion, independence and mobility for all Nova Scotians. Our services include the provision of wheelchairs, mobility and health care-related equipment, and adapted recreational sports programs. Visit www.easterseals.ns.ca for more information.

We are looking for a dynamic individual who would like to gain experience in the non-profit health sector. You must have solid Microsoft office skills, a positive attitude and willingness to learn. You will be helping to create our healthcare inventory from the ground up and will gain considerable hands on experience with various health care equipment.

Key Responsibilities

- Working with various health equipment and mobility aids
- Creating and maintaining inventory database
- Handling internal and external clients requests, following up on requests
- Perform clerical duties
- Assist in equipment preparation for clients ie: cleaning, sizing, etc.

Key Qualifications

- Strong verbal and written communication skills
- Comfortable with hand and power tools
- Strong Microsoft excel, word and access database skills
- Experience working with cognitively impaired and physically disabled clients is considered an asset
- Candidates must be between the ages of 15-30 years of age (inclusive) at the start of employment

Education: Must be returning to post-secondary studies in the fall.

\$12.00 per hour 35 hours a week

Start date: June 4, 2018

Duration: 12 weeks

Applications are due by Tuesday, May 22nd.

To apply, please email your resume and cover letter to wheelchairs@easterseals.ns.ca

Only those applicants selected for an interview will be contacted.