



Community Business Development Corporation

**ATLANTIC ASSOCIATION**

*Business financing, support and advice*

**Employment Opportunity  
Office Worker – Youth Position  
Mulgrave, Nova Scotia**

The Atlantic Association of Community Business Development Corporations (AACBDC) is looking to hire an Office Worker – Youth Position.

AACBDC is a non-profit organization that works on behalf of its 41 member corporations throughout Atlantic Canada to assist small business start-ups and growth.

This position reports directly to the Chief Operating Officer and responsibilities include assisting with administrative duties, digitize and archive records, assist with day-to-day activities at the office, the successful candidate will be exposed to various aspects of the business including marketing, accounting, and information technology to name a few.

**Skills and Qualifications:**

- Candidates must be between the ages of 15-30.
- Proficiency in both official languages would be considered an asset.
- Excellent communication, organizational and interpersonal skills.
- Proficient in Microsoft Office suite of applications.
- Be self-motivated and results-oriented.

**Salary:**

This is an eight-week term position ending August 20<sup>th</sup>, 2021 (with possibility of extension). The wage for this position is \$14.00 per hour for 35 hours per week.

To apply for this position, please forward a cover letter and resume to [info@cbdc.ca](mailto:info@cbdc.ca) by 4:30 pm on June 18<sup>th</sup>, 2021. We thank all applicants for their interest. However, only those selected for an interview will be contacted.