

Records Management Specialist

The Records Management Specialist will have a central role with the team at Coast Hospice. The successful applicant is someone who creates order out of chaos, and who can organize systems that are logical and intuitive to use. This is a contract, part-time position, 10 weeks in duration, and can be carried out remotely. We are looking for a self-motivated, detail-oriented and enthusiastic team member to work in collaboration with Hospice staff and volunteers.

- START DATE:** May 8, 2023
- DURATION:** 10 weeks, with availability between Monday - Friday
- COMPENSATION:** Contract, part-time, 30 hours/week, \$20/hr
- LOCATION:** Remote or Hospice House (4602 Simpkins Road, in Davis Bay)
- DEADLINE:** Please apply a.s.a.p., position open until filled
- REQUIREMENTS:** This position is subsidized by the Government of Canada. To qualify for the posting, applicants must be between 15 and 30 years of age at the start of employment, and be eligible to work in Canada.

There are certain eligibility requirements for this position, please review the details below.

TASKS AND RESPONSIBILITIES

Key tasks and responsibilities for this position may entail:

- Create a map of all current shared drives, including users and level of access, purpose of drive
- Research best corporate practices for G Suite organization and file management
- Make recommendations for consistent file management protocols, naming conventions, etc.
- Review recommendations with management team
- Implement recommendations
- Develop a G Suite user manual for Hospice staff and board members
- Train staff/board in new protocols
- Reorganize all current shared drives

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You are someone who:

- Has a high level of competency using G Suite applications
- Is well organized
- Works well independently and manages time efficiently
- Is capable of thinking creatively and analytically
- Works well with a variety of different individuals
- Possesses solid problem-solving skills

Please send your resume and cover letter in confidence to careers@coasthospice.com, with the subject line "summer internship." We will keep this position open until it is filled.

Thank you for taking the time to apply for this summer position. We are a small team, so we will only follow up with applicants who will be invited for interviews.