



1695 Columbia Ave.
Castlegar, BC V1N 1J1
Ph: 250-365-2104 | Fax: 250-365-2154
Email: info@cdcsc.ca

Posted: Wednesday July 23rd, 2025

JOB POSTING

RECORDS ASSISTANT (Hiring 2)

Castlegar 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:

CCSS 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 around August 29th 2025

Closing Date for Applications: Open until filled

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. Please put *Records Assistant Application* in the subject line.

<JOB DESCRIPTION FOLLOWS>



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Castlegar Community Services Society

Position Title: Records Assistant
Reports to: Executive Director and a CCSS Project Lead
Classification: Excluded
Project Dates: On or about May 26th, 2025, to August 30th 2025
Project Summary: CCSS 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:

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

Education, Training, Abilities and Experience:

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

Wage:

12. \$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.
13. 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.
14. We are hiring two workers to work as a team.

Additional Information:

15. 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.
16. You are required to submit a clear Criminal Records Check (CRC) and Vulnerable Person's Check.
17. Due to the confidentiality involved with this work, CCSS employed unionized staff are not permitted to apply.
18. 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 and state *CCSS Records Assistant* in your subject line.