

**Project Clerk**  
1 – Permanent Position  
**Business Development and Community Services**  
CUPE Local 4400 Unit C – Grade G (12 Month)  
\$25.98 – \$30.51 per hour

**The Toronto District School Board adheres to equitable hiring, employment, and promotion practices.**

*Reporting to a designated Supervisor, the Project Clerk assists the administration and staff with clerical duties, to ensure that project clients receive quality service.*

*The Project Clerk will conduct their activities in accordance with the contractual agreement between the funder and Business Development and Community Services.*

**Summary of Duties:**

- Respond to all telephone calls;
- Schedule appointments, re-direct calls, provide information related to the services provided in the community;
- Assist all clients and visitors;
- Conduct registration sessions, as required;
- Verify client eligibility in accordance with federal guidelines and current database;
- Prepare all necessary documents;
- Assist Supervisor and staff with any administrative needs such as preparation of reports, presentation materials and general correspondence;
- File and complete photocopying as required;
- Maintain proper, confidential records management and retrieval system ;
- Prepare monthly, quarterly and annual statistics as directed by the Supervisor;
- Sort and distribute mail;
- Prepare outgoing mail;
- Order and maintain supplies and other resources, as required;
- Assist with the preparation of financial claims, as required;
- Complete printing and other requisitions, as required; and
- Other related duties.

**Qualifications:**

- Secondary school diploma including computer courses with one year related experience or an equivalent combination of education and experience;
- Proficient keyboarding and computer skills which include the use of e-mail, internet, wordprocessing and financial applications;
- Ability to communicate effectively with a customer service focus;
- Good organizational skills and ability to prioritize workload; and
- Strong interpersonal and problem solving skills.

**Location:** 31 Tapscott Road

**Hours:** 35 Hours per week

**Work Year:** 12 Months

**Note:** This is an externally funded program, dependent on renewal of funding each year, subject to cancellation by funder with two weeks' notice. Program presently has funding to March 31, 2025 with the possibility of an extension.

**Paid Holiday & Vacation:** Employee entitlement is in accordance with the provisions for Externally Funded Programs as outlined in the *CUPE 4400 C Collective Agreement* (Article T and Article U)

**Please note:**

Applications **must** be submitted:

1. In résumé form with a covering letter as one single document to [Application.Submission@tdsb.on.ca](mailto:Application.Submission@tdsb.on.ca)
2. With competition # **CUPE C-24-0120UFE** in the subject line
3. Apply no later than 4:30 p.m. on **July 3, 2024**

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

***We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance, during the application process.***