



## **Office Administrative Assistant** (Canada Summer Jobs Position)

### **Full Time Summer Position**

An 8 week long Canada Summer Jobs funded position.

**Dates of employment:** July 2<sup>nd</sup>, 2026- August 27<sup>th</sup>, 2026

Pay: \$20.85/hr

35hrs/week

Monday-Friday 9.00am – 4.00pm

***Some evenings & weekends may be required.***

### **Applicants must meet the following criteria:**

- (a) be between 15 and 30 years of age (inclusive) at the start of employment;
- (b) be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act [S.C. 2001, c. 27]\**; and
- (c) be legally entitled to work according to the relevant provincial / territorial legislation and regulations.

***\*\*International students are not eligible\*\*.***

Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

### **Reports to:**

Administrative Coordinator/Executive Director

### **Job Description:**

The Administrative Assistant is responsible to support the work and mission of Richmond Family Place. The Administrative Assistant will work with the Administrative Coordinator to plan, create, organize & support daily office tasks & assist with general administration, special projects, social enterprise & volunteer activities within the organization.

### **Responsibilities:**

- Answers telephone calls, general email inquiries & greets & directs visitors to the building.
- General office duties as required, including but not limited to, scanning, filing, systems analysis etc.
- Uses Microsoft suite (Excel, Word, PowerPoint) plus Podio CRM for all administrative duties.
- Supports the organizational aspects of fundraising activities & events
- Analyzes existing volunteer data bases, training materials & support networks
- Reviews onboarding materials for volunteers
- Reviews systems for the Richmond Family Place Thrift Store & provides technical support as needed.
- Begins work on the annual organizational report, gathering data & other information.



- Creates first draft of annual report on Canva platform.
- Assists in planning Annual General Meeting, including reviewing data bases, creating invitations etc.
- Assists the Administrative Coordinator as required.

**Qualifications:**

- Working on a qualification in a related discipline (marketing, communications, administrative studies, fundraising and/or event planning)
- Excellent interpersonal skills, both verbal and written.
- Experience working in and promoting a multicultural setting
- Strong writing skills with ability to write in a manner that aligns with Richmond Family Place values and mission
- Organized, flexible, able to prioritize
- Takes initiative
- Positive & enthusiastic team player
- Strong relationship building skills
- Proficient in the use of the Office 365 suite, Canva, database platforms & WordPress
- Experience working in community partnerships an asset.
- Knowledge of community resources an asset.
- Experience in graphic design (Adobe Photoshop, Illustrator, etc.) an asset
- Photo & video design &/or production capabilities considered an asset
- Second language is an asset, with priority given to Arabic, Spanish and Mandarin languages.
- Experience working with parents/caregivers and their children birth to twelve years of age an asset
- Use of a vehicle an asset.

**Job Requirements**

- 30 years of age or younger, as per the funding guidelines.
- Legally entitled to work in Canada: Canadian citizen, permanent Resident or person who has been granted refugee status
- Criminal Record Check

Please submit your resume and cover letter to [info@richmondfamilyplace.ca](mailto:info@richmondfamilyplace.ca). The posting will remain open until filled. Thank you in advance for your interest but only those shortlisted for an interview will be contacted.

**Resumes without a cover letter will not be considered**

Richmond Family Place Society is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability or age.