



## SUMMER STUDENT POSITION

### Administrative Assistant

### Temporary 8-weeks Full-Time Contract

We're looking for people who are passionate about their communities and care about connecting people to the help that they need, when they need it

#### THE OPPORTUNITY:

The summer student position is an excellent opportunity for anyone interested in a career in communications, human resources and/or research in the not-for-profit sector, especially those interested in social service navigation for vulnerable communities. If you are an enthusiastic individual with a positive attitude aligned with the qualifications required and the goals of our organization, we would like to hear from you.

#### WHO ARE WE?

At Findhelp Information Services, we connect individuals and families with the full range of government, health, community, and social services in their communities to help them navigate the complexities of the human services system quickly and easily. As a trusted partner providing the 211 service across several provinces, we are driven by a mission to see people connected and communities strengthened.

We recognize that systemic racism exists and that certain groups experience disproportionate barriers to economic, employment, and health opportunities; those barriers are often compounded by intersecting personal identities. We are committed to reducing these barriers through ongoing initiatives and learning, meaningful partnerships, and approaches grounded in equity and accessibility. We're proud of our people and our culture and we're constantly evolving to do better. Our workplace is built on balance, equity, engagement, and well-being. We consider ourselves an employer of choice, and we do the work to earn that.

At Findhelp, you'll be supported to learn, grow, and build a meaningful career, and you'll make a real difference in people's lives across Canada.

#### RESPONSIBILITIES:

- Provide administrative support to Management team
- Assist with research, write and revise policies and administrative documentation
- Outreach to targeted communities and stakeholders
- Attend events and represent the organization with partners and stakeholders
- Assist with Wellness and Health and Safety initiatives
- Coordinate training
- Perform other duties as assigned

#### REQUIRED SKILLS & EXPERIENCE:

- Enthusiastic and self-motivated

- Strong verbal and written communication skills
- Knowledge of social media platforms
- Demonstrated organizational skills, detail oriented, and ability to meet tight deadlines and demanding schedules
- Demonstrated commitment to principles of anti-oppression, equity and inclusion
- Understanding of and interest in the non-profit sector
- Proven ability to work both independently and as part of a team environment
- Ability to respond pro-actively and positively in solving problems

Think you meet the position requirements outlined above? We would love to hear from you!

### **SALARY & BENEFITS:**

This Temporary Full-Time position consisting of 35 hours per week. Hourly salary rate of \$20.00

### **HOW TO APPLY**

Along with your resume, please provide a cover letter with a description in 500 words or less telling us a bit about yourself, what interests you about this opportunity and the assets that you would bring to this role. Applications can be submitted to: **job@findhelp.ca by 4:00pm EST on May 9, 2026**

**Additional Information:** This position is excluded from CUPE Local 3173.

As this role is being funded by the Canada Summer Jobs program the following are eligibility requirements:

- Be aged between 15 and 30 years old on the start date of the job;
- Have a valid Social Insurance Number (SIN); and
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.

**International students and other temporary residents of Canada are not eligible.**

*Findhelp believes in a workplace culture of inclusion that is welcoming, respectful, safe and empowering for all staff. It is critical to our success to eliminate barriers and promote the inclusion of equity groups. Equity groups have been, and continue to be, underrepresented and marginalized in the workforce, leadership roles, and in some specific occupations. Equity groups include but may not be limited to Indigenous persons, racialized people, gender diverse people, 2SLGBTQIA+ people and persons with disabilities.*

*If you require accommodation at any stage during the hiring process, please inform us. Accommodations are available on request for candidates taking part in all aspects of the selection process. Please send your request to People and Culture at [job@findhelp.ca](mailto:job@findhelp.ca).*

**We thank all applicants and will contact the individuals selected for an interview. No phone calls or emails please.**