



Administrative Assistant - Summer Student Position Profile

Title: Administrative Assistant - Summer Student

Supervisor: Interim Senior Pastor

Employment Term: Contract position, 9 weeks May to July 2025

Working Hours: 30 hours per week

Compensation: \$18.00 per hour

General Administrative Duties:

- Provide general office support, including answering phones, greeting visitors, and managing office supplies.
- Assist with the preparation and distribution of various documents and communications.
- Maintain accurate records and databases.
- Coordinate and schedule appointments and meetings.
- Assist with the Good Food Box program (order coordination, labeling deliveries, customer notifications).

Community Program Support:

- Assist with the planning, coordination, and implementation of community programs and events.
- Provide administrative support to program staff, including scheduling, record-keeping, and report generation.
- Assist with volunteer recruitment and management.

Special Projects and Administrative Tasks:

- Work closely with the Office Manager on various special projects, such as process improvement initiatives, event planning, and system implementations.
- Digitize and organize physical records and documents.
- Develop and implement efficient administrative systems and processes.
- Assist with data entry and report generation.
- Provide support for ad-hoc requests and other administrative tasks as needed.

**Qualifications:**

- This position is funded in part through the Canada Summer Jobs (CSJ) program. To be eligible, applicants must be between 15 and 30 years of age at the start of employment and legally entitled to work in Canada. International students are not eligible.
- Strong organizational and time management skills
- Proficiency in Microsoft Office Suite
- Excellent verbal and written communication skills
- Detail-oriented with a high degree of accuracy
- Ability to work independently and as part of a team
- Ability to prioritize tasks and meet deadlines

To Apply:

If you are interested in this position, please send a cover letter and resume to Alvin Ram at alvin@oakpark.ca.