

Administrative Assistant, Office - 9 weeks, 30 hours per week

Position: Administrative Assistant	Status: full time, 9-week contract
Posting Number: JFS23 S01	

Jewish Family Services of Ottawa is looking for a candidate via the Canada Summer Jobs to join the administrative team. The student will Provide administrative support to the units including annual review of files and filing maintenance, data input, research, locate relevant information in a variety of formats, including social media, websites, donor giving history.

The position is a full time 9-week contract under Canada Summer Jobs and is based at the JFS Ottawa office, outdoor sites in Ottawa, and some remote working.

Qualifications for Canada Summer Jobs

- The candidate **MUST be between 15 and 30 years of age at the beginning of the employment period***.
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment**; and,
- have a **valid Social Insurance Number** at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

* The candidate must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

** **International students are not eligible participants.** International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible.

Jewish Family Services of Ottawa supports equal opportunity employment. We are committed to a selection process and work environment that is inclusive and barrier free.

Accommodation will be provided in accordance with the Ontario Human Right Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting HRAdmin@jfsottawa.com.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

<https://secure.collage.co/jobs/jfsottawa/37989>