

Canada Summer Jobs - Youth - Administrative Assistant

TESOC is hiring a Summer Student through the Youth - Canada Summer Jobs program funded by Employment and Social Development Canada, Government of Canada. This is a full-time summer contract position. Please see below for additional details:

Posting #: 26-001CSJ

Job Title: Administrative Assistant

Duration: 8 weeks - starting from **Monday, June 15, 2026**

(TESOC's Birchmount Head Office will be closing from July 20, 2026, to July 31, 2026. The office will re-open on August 04, 2026, after the Civic Holiday).

Work Schedule: Monday to Friday, 9:00 AM to 5:00 PM (35 paid hrs/week)

Location: Birchmount Head Office

Salary: \$17.60/hr

Application Deadline: May 20, 2026, by 11:59 PM

CSJ Eligibility - Participants Must:

- Be between 15 to 30 years of age, at the start of the funded position;
- Be a Canadian Citizen, Permanent Resident, or someone to whom Refugee Status has been granted/conferred;
- Be legally allowed to work in Canada, i.e. have a valid Social Insurance Number (SIN);
- Be employed in only one CSJ-Funded Position at one time.

Other Eligibility Notes:

- International students, and those who are here in Canada on a work, youth, or visitor visa/permit are not eligible for the program.

Contact Method: TESOC will reach out to selected applicants. No follow-up phone calls or emails, please.

General Duties & Responsibilities:

- Assist with the general administrative work of the organization, such as answering, screening and directing phone calls; greeting and screening visitors; responding to in-person, email and telephone inquiries; photocopying, scanning and filing documents; taking meeting minutes.
- Support coordination of virtual and in-person programs, workshops and events, for example: communicating with clients/participants about workshop details, updates, and more; registering clients; setting-up event room(s); coordinating with all other stakeholders.

- Promote outreach through the creation of flyers/e-flyers for programs, workshops and events, as well as social media posts, content and other materials, i.e. reels/videos.
- Reach out to non-profit organizations and assist with forming initial partnerships, as well as maintaining/updating the community partnership spreadsheet.
- Other duties as assigned by Supervisor(s) and/or the Programs Manager.

Qualifications & Competencies:

- Enrolled in or has graduated from high school. Minimum completion of a high school diploma is preferred. Must be returning to school (high school/college/university) in September.
- Excellent communication and presentation skills.
- Excellent organization and time-management skills.
- Knowledge of administrative and presentation software tools.
- Volunteer or work experience in the social service sector is an asset.
- Experience working with newcomers is an asset.
- Language skills in both English and Tamil are an asset.
- Upon successful hire, must provide a recent Criminal Record Check and submit all documents and information required by the Canada Summer Jobs program.

Please forward your application (**resume and cover letter**) as one PDF document to hr@tesoc.org and include the **Posting #** and the **Job Title** that you are applying for in the **subject line** of the email **OR** apply through **INDEED**. Kindly only apply via email or through Indeed, NOT both.