

## Canada Summer Student Position

### POSITION SUMMARY:

WEST is Hiring Students for Canada Summer Jobs 2026

Administrative Assistant – Office: 4 vacancies May 11<sup>th</sup> and 3 vacancies June 15<sup>th</sup> respectively

Duration – 6 weeks

Wage – \$17.60

Hours of work – 35 hours/week

WEST Inc. is hiring Administrative Assistants through the Canada Summer Jobs program. This position provides administrative and clerical support across multiple programs, including employment services and settlement-related initiatives. Successful candidates will support daily office operations, assist with client-facing administrative tasks, and help ensure accurate recordkeeping and coordination of program activities.

### PRIMARY DUTIES AND RESPONSIBILITIES:

- Provide general administrative support including data entry, filing, scanning, and document management
- Respond to telephone, email, and in-person inquiries, directing requests to appropriate staff
- Maintain and update databases, records, and attendance tracking systems
- Support staff in coordinating program activities, workshops, and service delivery sessions
- Assist with client intake processes and help clients access relevant information and resources
- Prepare and organize materials for programs and office operations
- Assist with attendance tracking and administrative monitoring of program participation
- Provide on-site administrative support during program sessions as required
- Perform other related administrative duties as assigned

### ELIGIBILITY REQUIREMENTS:

- Be between 15 and 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection for the duration of the employment
- 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

## ESSENTIAL SKILLS:

- Strong communication and interpersonal skills
- Excellent organizational and time management abilities
- Attention to detail and accuracy in data handling
- Ability to maintain confidentiality and handle sensitive information appropriately
- Proficiency with basic computer applications (e.g., Microsoft Office, email, Teams, databases)
- Ability to work independently and as part of a team in a fast-paced environment
- Willingness to support multiple programs and adapt to changing priorities

## ADDITIONAL INFORMATION:

- Duties may vary depending on program assignment
- Some positions may involve direct support within the program sessions or service delivery environments
- Training will be provided as required

Apply in writing with a cover letter and resume to: [alejandrov@westofwindsor.com](mailto:alejandrov@westofwindsor.com)

*WEST Inc. reserves the right to hire during the posting period. We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret we cannot confirm that our office has received resumes.*

*(Accommodations available upon request)*