CUMMINGS JEWISH CENTRE FOR SENIORS

SUMMER JOB POSTING

JOB TITLE:	Administrative Assistant- Canada Summer Job
DEPARTMENT:	Volunteer Department
SCHEDULE:	Summer Contract- 9 weeks, 31 hours per week
START DATE:	June 2, 2025

SUMMARY

The Cummings Centre is a non-profit community centre committed to enhancing the quality of life of seniors and promotes positive attitudes about aging. With support from the team, the youth will help develop and create innovative ideas for virtual and in-person volunteer opportunities for seniors and their families.

DUTIES AND RESPONSIBILITIES

- Developing and creating innovative ideas for virtual and in-person volunteer opportunities
- Working with a committee reviewing methods for diversity, equity, and inclusion in all aspects of volunteerism
- Preparing and collating materials to be shared with volunteers, members and on the Cummings Centre Website.

REQUIREMENTS

- Enrolled in and/or graduate of a post-secondary program
- The following are eligibility requirements dictated by the Canada Summer Jobs program. To apply for this position, you must:
    - Be between 15 and 30 years of age at the start of the employment,
    - 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.

We thank all interested candidates for their interest; only those considered for the position will be contacted for an interview.

We encourage people from minority and racialized groups to apply. We welcome diversity in our workplace.

Interested candidates may submit their resume to HR at: HR@cummingscentre.org