



CUMMINGS CENTRE FOUNDATION

SUMMER JOB POSTING

JOB TITLE: Communications Specialist- Canada Summer Job
DEPARTMENT: Foundation
SCHEDULE: Summer Contract- 9 weeks, 31 hours per week
START DATE: June 1, 2026

SUMMARY

The Cummings Centre Foundation is dedicated to raising funds for crucial programs and social services that enhance and protect the well-being of the expanding senior community served by the Cummings centre. The youth work will be an integral part of the Foundation Team.

DUTIES AND RESPONSIBILITIES

- Support the team with additional tasks and projects related to the mission of the Foundation
- Provide administrative support, including data entry

REQUIREMENTS

- Enrolled in and/or graduate of a post-secondary program.
- Experience with Microsoft Office Suite
- 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