



CUMMINGS JEWISH CENTRE FOR SENIORS

SUMMER JOB POSTING

JOB TITLE: Legal Assistant- Canada Summer Job
DEPARTMENT: Human Resources Department
SCHEDULE: Summer Contract- 9 weeks, 31 hours per week
START DATE: June 1, 2026

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. The Legal Assistant will support the HR team by conducting research on applicable provincial employment laws and regulations, including CNESST standards, Law 25 and Law 27 requirements, and the 1% training obligation. They will assist in ensuring organizational compliance with these legal frameworks.

DUTIES AND RESPONSIBILITIES

- Conducting research on applicable provincial laws and regulations
- Reviewing current organizational policies
- Supporting the team in ensuring compliance of provincial laws and regulations

REQUIREMENTS

- Enrolled in and/or graduate of a post-secondary program.
- Experience in law or HR an asset
- 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