



CUMMINGS JEWISH CENTRE FOR SENIORS

SUMMER JOB POSTING

JOB TITLE: Administrative Support Officer- Canada Summer Job
DEPARTMENT: Operations
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 youth hire will work closely with the Operations and Administration Teams. They will work on special projects, conduct and analyze feedback surveys and work on projects related to the member experience at the centre. The youth will also provide customer service coverage as needed at the reception, in the boutique, café and meals-on-wheels service.

DUTIES AND RESPONSIBILITIES

- Greeting and orienting visitors as they arrive to the centre
- Processing sales in the boutique and café
- Conducting and analyzing feedback surveys to inform new product selections in the café, boutique and meals-on-wheels services
- Entering orders for the meals-on-wheels service
- Assisting with data entry of boutique products in Shopify
- Providing administrative support, as needed.

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