



Job Title: Administrative Assistant - Canada Summer Jobs

Organization: Scarborough Centre for Healthy Communities (SCHC)

Location: 629 Markham Rd Unit #2, Scarborough ON, M1H 2A4

Duration: 8 Weeks

Hours: 35 hours/week

Wage: \$19.00 per hour

Reporting To: Chief Finance and Administrative Officer, Corporate Services & Executive Assistant I

Application **Deadline:** May 22, 2026

Scarborough Centre for Healthy Communities (SCHC) is dedicated to providing accessible, equitable, and transformational health and social service choices for the well-being of Scarborough's diverse communities. We cultivate vital community services by promoting healthy lifestyles while delivering a comprehensive range of culturally competent health and social services programming. Our I2CARE values ensures that we, as a work community, treat all with, inclusivity, innovation, collaboration, accessibility respect and equity.

As an employer, we strive for excellence as a workplace and are committed to building a workforce that enhances our capacity to meet the needs of the diverse communities we serve.

Job Responsibilities:

Under the guidance and direction of the Executive Assistant I and the Chief Finance and Administration Officer, the Administrative Assistant will provide support to the executive team by assisting with a variety of administrative tasks. Key responsibilities include:

- **Assisting with Executive Support** – Support existing Executive Assistants in providing administrative and office management support to the CEO and executive team members.
- **Calendar Support** – Assist in managing work schedules and calendars for the CEO and potentially other executive team members, as directed by the Executive Assistants.
- **Meeting Support** – Help Executive Assistants coordinate the logistics for meetings, including scheduling, preparing materials, and potentially taking minutes under their supervision.
- **Document Assistance** – Assist in reviewing documents and correspondence for clarity, formatting, grammar, and spelling, as directed by the Executive Assistants.
- **Presentation Assistance** – Assist Executive Assistants in the preparation and review of presentations.



- **Communication Support** – Help screen phone calls, emails, and visitors in a professional manner, under the direction of the Executive Assistants.
- **Maintaining Office Organization** – Assist with general office organization, including filing and record-keeping, as directed by the Executive Assistants.
- **Supporting Team Communication** – Help with internal communication by sharing information and providing updates as instructed by the Executive Assistants.
- **Correspondence Handling Support** – Assist with the review and distribution of important mail and emails, as directed by the Executive Assistants.
- **Financial Task Assistance** – Support with basic financial administration tasks such as processing expense reports or invoices (with appropriate guidance from the Executive Assistants).
- **Event Support** – Assist Executive Assistants in the coordination of organizational events, as needed.
- **Maintaining Professionalism** – Present a positive and professional image of the organization.
- **Travel Support** – Assist Executive Assistants with making travel arrangements for the executive team.
- **Office Supplies** – Help with the ordering and organization of office and kitchen supplies.
- **Communication Support** –
 - Assist in gathering content for the organization's external newsletter, working with the Executive Assistants.
 - Support the ordering and tracking of promotional items (SWAG), in collaboration with the Executive Assistants.
 - Help with the distribution of the annual report, as directed.
 - Assist with basic updates to the organization's website, as instructed by the Executive Assistants.
 - Provide support for public relations activities, as needed and directed.
- **Other Duties** – Perform other related duties as assigned by the Executive Assistants or Supervisor.

As this role is being funded by the Canada Summer Jobs program, the following are eligibility requirements:

- You are between 15 and 30 years of age at the start of the employment



- You are a Canadian citizen or permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act (foreign students are not eligible)
- You are legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations
- You 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

To Apply:

Please submit your resume and cover letter to **recruitment@schcontario.ca** by the application deadline. In your cover letter, please clearly indicate how you meet the eligibility requirements for the Canada Summer Jobs program and highlight any experience or skills..

This is an Existing Vacancy.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

If you require any accommodation, please advise Human Resources. As a condition of employment all new hires must be legal to work in Canada. You will also be required to undertake a Vulnerable Sector Screening with Police Services.

SCHC values equity, inclusion and accessibility. We welcome those who have a demonstrated commitment to upholding these values and who will assist us to expand our capacity for diversity in the broadest sense. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, newcomers, persons with disabilities, and those who identify as women and/or LGBTQ2S+

SCHC is committed to providing a barrier-free environment for all stakeholders including our clients, employees, job applicants, suppliers and any visitors who may enter our premises, access our information or use our services. We respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act, 2005, and its associated regulations. SCHC will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.

www.schcontario.ca.



Find us on Social Media: [Facebook](#) - [Twitter](#) - [Linked In](#) - [YouTube](#)