



Job Title: Administrative Coordinator - 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: \$18.00 per hour

Reporting To: Senior Support Services Manager

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:

- Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally and with other departments and organizations
- Answer telephone and electronic enquiries and relay telephone calls and messages
- Schedule and confirm appointments and meetings of employer
- Order office supplies and maintain inventory
- Set up and maintain manual and computerized information filing systems
- Determine and establish office procedures
- Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person
- Record and prepare minutes of meetings

Qualifications:

- Must have a strong interest in gaining administrative and office management experience and supporting executive-level operations.
- Excellent organizational and time management skills.
- Strong attention to detail and accuracy.



- Good written and verbal communication skills.
- Proficiency in basic computer applications (e.g., Microsoft Office Suite).
- Ability to maintain confidentiality and handle sensitive information with discretion.
- A positive and professional attitude.
- Ability to work independently and as part of a team, and to take direction well.
- Previous administrative or office experience is an asset.

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 related to HRIS.

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.

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