

Employment Opportunity

<p>Job Title: Office Administrative Assistant-Canada Summer Jobs Program</p> <p>Job Posting # CSJ-ADM-003/2026-27</p>	<p>Date Posted: April 30, 2026</p>	<p>Reports to: Supervisor</p>
	<p>Date Closed: May 8, 2026</p>	<p>Position Type: Full-Time Contract (8 Weeks) 2 FTE-New under the Canada Summer Jobs Program</p>

About Organization:

Punjabi Community Health Services (PCHS) is a pioneer, community-based, not-for-profit charitable organization that has been serving diverse populations for over 35 years. PCHS provides a wide range of culturally responsive services in the areas of addictions, mental health, geriatric care, health promotion, domestic violence, parenting, settlement, and support for women, children, and youth. PCHS is widely recognized for its innovative Integrated Holistic Service Delivery Model and has contributed to several community-based research studies. The organization is fully accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) International and Imagine Canada, reflecting its commitment to quality and accountability. PCHS is also a 2SLGBTQ-sensitive organization, committed to equity, inclusion, and culturally appropriate care.

About Program:

Canada Summer Jobs (CSJ) is a program under the Youth Employment and Skills Strategy, which aims to provide flexible and holistic services to help all young Canadians develop the skills and gain paid work experience to successfully transition into the labour market.

About Position:

The Administrative Support role provides general office, program, and operational assistance across various departments within the organization. Successful candidates will support day-to-day administrative functions, help coordinate logistics, assist with data and documentation tasks, and contribute to smooth internal operations. Assignments may vary depending on organizational needs and may include supporting areas such as office administration, client services, human resources, IT coordination, or admin support in program delivery.

Qualification, Experience and Skills:

- Must meet eligibility requirements for the Canada Summer Jobs program:
 - Canadian citizen, permanent resident or person to whom refugee protection has been conferred
 - Aged 19-30 years of age
- Interest/education in administration, client service, program coordination, HR, or IT support is an asset.
- Strong organizational and time-management skills.
- Comfortable working in a fast-paced, multi-team environment.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Strong communication and interpersonal skills.
- Ability to handle confidential information with professionalism.

- Knowledge about community-based organizations

Requirements:

- Aged 19-30 years of age
- Canadian citizen, permanent resident or person to whom refugee protection has been conferred
- Required satisfactory current Vulnerable Sector Screening (Criminal Record Check) report
- Current CPR and First-Aid certification- Level C with AED
- Valid Ontario Driver's License with access to a reliable vehicle and provide proof of adequate vehicle insurance, as applicable
- Vaccines (COVID-19 and others) are encouraged

Responsibilities/Learning Outcomes:

- Office administration and professional communication.
- Data management, documentation, and reporting.
- Event and logistics coordination.
- Client service and program support.
- Cross-departmental collaboration within a non-profit or community-focused organization.

Hours: Full-Time - 35 hours per week (Some evenings and weekends work is required)

Salary Range: \$17.60 per hour + 4% vacation pay

Position to commence: May-June 2026

Please submit your resume to the Hiring Committee at hr@pchs4u.com.

Please add Job Posting # CSJ-ADM-003/2026-27 the email subject line and cover letter.

PCHS offers an attractive and rewarding work environment. We appreciate the interest of all applicants, but only those under consideration will be contacted for an interview.

Equity, Diversity, Inclusion Statement: PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, 2SLGBTQ, persons with disabilities, among other self-identified diverse groups. We also provide accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at hr@pchs4u.com

Use of AI: We use an applicant tracking system (ATS) to organize applications and improve efficiency. Every application is comprehensively reviewed by our recruitment team to ensure a thorough assessment of your experience, skills, and potential. AI is not used to make hiring decisions.

Disclaimer: PCHS only posts jobs on verified platforms and **never** requires candidates to pay fees. To apply safely, please send your resume directly to hr@pchs4u.com. Do not submit personal information through any other website or link.