



Job Posting

Job Title:	Administrative Assistant (Summer Student)
Reports to:	Executive Assistant
Work Location:	Burlington, Ontario
No. of position:	1
Employment Status and Duration:	Temporary Full-Time, 35 hours per week for first 8 weeks and 30 hours for next 4 weeks
Compensation:	\$17.60/hour

About the Organization

Carpenter Hospice is an 11-bed home in the heart of Burlington that offers resident-based care to individuals in the last stages of their lives, and community-based programs for individuals dealing with grief or a life-limiting illness. It is an exciting time to join Carpenter Hospice as we expand our resident and community services in Burlington and surrounding areas.

Job Summary

The Administrative Assistant works closely with the Executive Assistant to coordinate and support the activities of the Leadership team. This role provides administrative assistance to the Leadership team, staff committees, and the Board of Directors and its committees, under the direction of the Executive Assistant. Responsibilities include supporting meetings, managing documentation, assisting with special projects, and contributing to organizational initiatives across functional centres. The Administrative Assistant is a strong communicator, highly organized, and demonstrates sound decision-making skills to ensure smooth and efficient operations within the organization.

Duties and Responsibilities

Essential Responsibilities:

Administrative Coordination & Scheduling

- Coordinate calendars and schedule appointments, meetings, and room bookings for the Leadership Team and functional centres
- Provide scheduling support for the Residential Care and On-Call teams
- Organize and support meetings, including preparing agendas, distributing materials, and recording meeting summaries

Documentation & Communications

- Draft and format correspondence, reports, forms, presentations, and other organizational documents
- Produce and manage information by transcribing, editing, inputting, retrieving, and transmitting text, data, and graphics
- Respond to internal and public inquiries and provides reception support as needed

Records & Information Management

- Maintain the organizational records and archive system, ensuring accurate storage, protection, and retrieval of administrative documents



- Support the Executive Assistant in the development an archival document inventory system for the Board of Directors

Operational & Team Support

- Provide administrative support to functional centres, including HR, Community Programs, Residential Care, and Supportive Care teams
- Support HR projects such supporting the review of the corporate orientation program
- Assist Finance with basic administrative tasks, including accepting donations and processing related documentation

Project & Initiative Support

- Provide support for special projects across functional centres, contributing to planning, coordination, and implementation activities
- Assist with organizational initiatives aimed at process improvement, documentation management, and workflow optimization

General Duties

- Participates in staff meetings and other organizational meetings as required
- Performs additional duties as assigned to support smooth and efficient operations

Key Qualifications and Additional Requirements

- Preferably currently enrolled in an Office Administration, Business Administration or related post- secondary program from a recognized college or university
- Must be aged between 15-30 years old on the start date of the job
- Proficient in various software programs such as MS Office Suite (Word, Excel, and PowerPoint), Outlook and Access
- Excellent customer service skills and ability to interact professionally with staff, Board members and the public
- Demonstrates professionalism and discretion with sensitive and confidential information
- Strong attention to detail and highly organized
- Ability to work independently with minimal supervision while managing time effectively to meet deadlines
- Excellent oral and written communication skills
- Comfortable working in a fast-paced, dynamic environment supporting multiple priorities
- Required to provide a satisfactory current criminal reference check (CPIC) including a Vulnerable Sector Check prior to hire

Schedule of Hours

- Thirty-five (35) hours per week for first 8 weeks and Thirty (30) hours for the next 4 weeks
- Seven and half (7.5) hour shift: may need to work occasional evenings/weekends to meet program/event needs



Working Conditions

- Significant computer uses in an office environment, requiring extended periods of sitting
- Ability to lift 20 lbs. repeatedly and without restrictions
- Required to provide a satisfactory current criminal reference check (CPIC) including a Vulnerable Sector Check prior to hire
- Some travel required
- Work location: in person

How to Apply

Please submit your resume and a cover letter to hr@thecarpenterhospice.com and use the subject line: **[Job Title]**

Application – Your Name. We appreciate the interest of all the applicants. However, only qualified candidates selected for interviews will be contacted. Reference checks will be conducted for potential candidates and the information collected will be used in making the final hiring decision.

Equity and Accessibility Statement

At Carpenter Hospice, we are committed to fostering an inclusive and accessible environment. We are dedicated to building a workforce that reflects the diversity of the community. Accommodation is available upon request throughout the recruitment process. We encourage applications from individuals of all backgrounds and abilities.