



Job Posting – Admin Assistant – Canada Summer Jobs

POSITION: Administrative Assistant

ORGANIZATION

Little Mountain Neighbourhood House Society (LMNHS), a not-for-profit organization, provides educational, cultural, recreational and social services for different age groups, ethnic specific groups, families, and for the wider community of Little Mountain/Riley Park. As well, LMNHS helps to facilitate the Little Mountain community to actively participate, through self-help, in the development of a healthier community.

JOB DESCRIPTION

Little Mountain Neighbourhood House is looking for a full-time return student to assist with administrative, facility and marketing duties that support LMNHS' mission and goals. This position is partially funded through Canada Summer Jobs program and is a full-time position for 16 weeks running from May 11th to August 28th 2026.

Pay rate: Hourly rate is \$20.40/hour, 35 hours/week.

KEY RESPONSIBILITIES / DELIVERABLES

Tasks and Responsibilities

- Provide administrative assistance to senior staff and finance department
- Assist with development and distribution of marketing materials; electronic, paper, and audio
- Assist in implementing online surveys for staff and service users
- Provide support to overall organization's operations
- Participate in program debriefs/meetings
- Attend staff development and orientation training sessions
- Support with move to new building during summertime
- Assist with development and distribution of electronic and paper marketing materials;
- Organize and maintain the administrative central files
- Provide front-desk and reception coverage as needed



QUALIFICATIONS / SKILLS

- Intermediate skill in Excel and other Microsoft Office applications
- Working knowledge of computerized accounting system an asset
- Knowledge of graphic design applications (Photoshop, Indesign), social media, and other computer related hardware and software an asset
- Ability to communicate, both orally and in writing, effectively, while maintaining confidentiality
- Willingness to take initiative, ability to multi-task, prioritize to meet deadlines

To apply, send resume and cover letter to:

Claudia Cao, Finance Manager

Email: claudiac@lmnhs.bc.ca

Deadline for applications is May 7, 2026.

Thanks to all who apply. Only short-listed candidates will be contacted.