

Alex House Job Title: Office Assistant

(1 positions-8 weeks June-August 2026 Canada Summer Jobs)

(Internal/External Posting)

Alex House operates on the stolen land of the Coast Salish Nations, the stolen land of the Semiahma (Semiahmoo), q̓ícəy̓ (Katzie), and q'w̓a:n̓l'ən' (Kwantlen) Nations

Welcome Bienvenue Chào mừng Quý Vị ਜਾਇਆ ਠੂ Bienvenidos 환영합니다

Alex House, as a neighbourhood house, takes an assets-based approach to working in community, understanding the potential of each individual to contribute to the wellness of our shared community, regardless of what brings them through our doors for the very first time. Alex House is deeply committed to decolonizing our approach, looking at all of our work through a decolonizing lens.

We are seeking a mindful, passionate, and collaborative **Office Assistant** to join our Team for the summer (June-August). Alex House values reciprocity, honoring the skills, strengths and beings that people are. In this role, you will support a variety of administrative activities and initiatives under the direction of the Director of Core Operations or designate. Areas of responsibility include answering calls, supporting community walk-ins, responding to emails and general phone calls, creating spreadsheets and filing as well as supporting summer camp registrations. We will provide job specific training, support, skill development, and overall career development.

Accountability:

The Office Assistant will join a dynamic Admin Team and support the day-to-day operations of the office. This position will also help with Admin duties connected to the Summer Neighbourhood Fun Nights and registration of summer programs.

The position works collaboratively with diverse community participants, team members and volunteers (youth and community) to support the development and evaluation of community programs.

Our work is centered on inclusion and equity, to build social connection and to break down discrimination through community building. We strongly encourage applications from people who identify as Indigenous, Black, and People of Colour (IBPoC), individuals with disabilities, and members of the 2SLGBTQ+ communities.

Key Duties and Responsibilities:

- Assist with administrative tasks and duties, as directed.
- Oversee reception during each shift including meeting/greeting walk-ins, responding to general emails, general phone calls, and supporting staff/volunteer receptionists during the shift.
- Assist with maintaining program and volunteer participation records.
- Assist with special activities, programs and events, including Neighbourhood Fun Nights, Summer Day Camp registration etc. in collaboration with Alex NH House Staff.
- Creating and distributing marketing materials for programs and events.
- Supports maintenance of office supply inventory by checking stock to determine inventory level.

Qualifications:

- The successful candidate will be a student pursuing education in social work, child and youth care early childhood education, office administration or community related education.
- Demonstrated related experience with vulnerable populations, children youth and families and seniors in a social recreational or community
- Proficiency with computers Mac systems, Microsoft Office (Word, Excel etc.) processing social media, graphic design (Canva) and data base input.
- Demonstrated understanding of Cultural Safety, and Cultural Humility and approaching the work through a



- Clear criminal record check
- Standard First Aid/CPR certificate or willingness to obtain
- Fluency in a second language an asset
- Enjoyment working with public within community
- Excellent interpersonal customer service skills
- Initiative and ability to work independently and as a team member.

Eligibility (Canada Summer Jobs Requirements):

- Be between 15 and 30 years of age at the start of employment.
- Be a Canadian citizen, permanent resident, or person with refugee protection.
- Have a valid Social Insurance Number (SIN) and be legally entitled to work in Canada.

Alexandra Neighbourhood House/ ANH BC is committed to protecting the health and safety of its employees and the community.

How To Apply:

This is an **8-week term full-time, 35-hour position** from **June to August 2026**, (Monday-Friday with some evening work required) with an annual hiring range \$21.54. ****Availability for 8 weeks of full-time work is required.**

This position will remain open until filled. All qualified individuals are encouraged to apply by email with subject line: **Canada Summer Jobs Office Assistant** to: hiringcsj@alexhouse.net

We thank and acknowledge all applicants and will proactively contact those selected for interviews. **No phone calls please.**

The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflects our commitment to our team and their family.

For more information about Alex House visit www.alexhouse.net