

Canada Summer Job 2026 · Office Administrative Assistant

Kitsilano Neighbourhood House
(Internal/External)

The Association of Neighbourhood Houses of BC (ANHBC) builds healthy and engaged neighbourhoods by connecting people and strengthening their capacity to create change.

ANHBC is the legal entity and umbrella organization made up of eight neighbourhood houses, an outdoor camp and central services. We operate more than 300 community-based programs and services for a diverse range of participants. At ANHBC, we are committed to Reconciliation, Decolonization and Anti-racism. Together with community, we build strong and supportive relationships at welcoming and inclusive sites throughout Metro Vancouver. To learn more about ANHBC, visit www.anhbc.org

[Kitsilano Neighbourhood House](#) (KNH) serves communities across Vancouver's west side, providing a broad range of programs, services, and support developed to meet the needs and dreams of the community. We are community builders and place makers, connecting people, ideas, and opportunities.

ANHBC is currently seeking summer team members to join our KNH/Arbutus team. This role is a great fit for someone who shares [ANHBC's values](#), is interested in community-based work, enjoys working with people, and is excited about building inclusive and connected neighbourhoods.

About You

Kitsilano Neighbourhood House is looking for an enthusiastic, dedicated, and effective team member for the position of Administrative Assistant. The successful candidate is a friendly, inclusive, community-minded individual who is passionate about working with all members of the community in a diverse, multi-cultural, and energetic environment. You enjoy contributing to many different aspects of programs, community connection, and daily operations, and thrive when working on diverse projects and initiatives.

Eligibility: These positions are funded through the Canada Summer Jobs program. As part of the program requirements, applicants must 30 years of age or below at the start of employment and legally able to work in Canada.

About the Position

Office Administrative Assistant provides frontline reception, administrative, communications, accounting, and rental support for Kits House. Responsibilities include greeting visitors, answering inquiries, supporting program registration, creating social media and promotional content, handling payments and administrative tasks, assisting with events and rentals, and providing excellent customer service to community members, renters, and staff.

Responsibilities include:

Administration-Frontline reception:

- Answering phones, providing information and referrals, directing calls to appropriate staff, greeting people coming in the door, handling email inquiries
- General administrative support
- Assist and orient front office volunteers where necessary
- Program registration
- Assist with the set-up of all House-wide events, staff workshops, and meetings as requested. This includes events and meetings outside of the regular work schedule.
- Troubleshoot office technology – fax, copier, phone maintenance
- Other admin duties as requested by the Operations Manager and/or Executive Director

Communications and Marketing:

- Create and disseminate program advertisements for events and programs
- Post and manage the community board
- Develop content for social media to promote current events, fundraisers, programs and services
- Build Kits House social media presence by connecting with members, donors and supporters online

Accounting:

- Accept fees and issue receipts for services and/or programs,
- Create client files in ACCPAC
- Handle daily reconciliation of cash/receipts
- Process accounts payable

Rental Support:

- Flexibility to work shifts to accommodate evening and weekend rentals
- Process and review contracts with renters
- Set up Audio/Video equipment
- Showcase rental spaces to potential renters
- Sell the wedding packages and provide follow-up services to clients.

Skills & Qualifications

- Minimum of 2 years of office experience
- Excellent verbal and written skills with highly developed interpersonal skills; tact, diplomacy, and flexibility in working with a diverse population
- Intermediate level proficiency in Microsoft Office, especially Outlook, Word, and Excel
- Experience in handling financial transactions
- Prior database management experience
- Ability to solve problems and react quickly to situations and inquiries
- Ability to create and maintain meaningful relationships with community members and partnering agencies
- 2nd language and/or experience working in a multicultural environment is an asset
- Ability to work occasional evenings and weekends, flexible to cover sick and vacation leaves
- Demonstrated initiative to manage multiple priorities with ease and have an increased attention to details.
- Basic understanding of sales principles and customer service practices.
- This position may be required to assist with the set-up of tables, chairs and other room equipment. Requires lifting up to 25lbs
- Willingness to obtain a Criminal Record Check; First Aid or Food Safe certification is an asset

Hours & Location

- 35 hours per week, for a fixed short-term (8-week) position, with a start date of June 29th, 2026 to Aug 25, 2026
- Ability to work flexible hours – may require evening and weekend work
- This position requires in-person presence at Kitsilano Neighbourhood House

Working Conditions

The candidate should be in good physical health to meet the demands of the position, which may include walking, lifting, moving supplies, setting up tables and chairs, and supporting day-to-day space and program needs.

Salary & Benefits

\$23.38 per hour plus 4% vacation pay included on each pay cheque

How to Apply

All qualified individuals who share our values are encouraged to apply with a resume and cover letter by June 2 to people@kitshouse.org with the subject line: *Summer Jobs -Office Administrative Assistant*

We thank and acknowledge all applicants and will 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 equity, diversity and inclusion. We encourage individuals who are Indigenous, Black, and People of Colour (IBPOC), individuals with disabilities, and members of the LGBTQIA2S+ communities to consider applying for the position.

We acknowledge that our houses, camp and central services office are situated on the stolen, traditional, ancestral and unceded territories of the Coast Salish people including the Musqueam, Squamish, Semiahmoo, Kwantlen, Tsleil-Waututh, Kwikwetlem, Tsawwassen and Sto:lo Nations.

*Association of Neighbourhood Houses British Columbia Member Houses
Alex NH., Arbutus NH, Cedar Cottage NH, Frog Hollow NH, Gordon NH, Kitsilano NH, Marpole NH,
Mount Pleasant NH, South Vancouver NH and Sasamat Outdoor Center*