



# JOB DESCRIPTION

## Administrative Assistant

(Canada Summer Jobs Program #4852376)

### DETAILS:

- 🕒 Full-Time | Seasonal | On-site
- 💰 \$17.20/hour | 35 hours/week | 8 weeks
- 📅 Start Date Range: June 2<sup>nd</sup> to June 30<sup>th</sup>, 2025
- 📍 Location: Belleville, ON
- 👤📁 1 Vacancy Available

### About Us

The [Centre for Workforce Development](#) (CFWD) is a non-profit organization serving Hastings, Prince Edward, and Lennox & Addington Counties. CFWD provides local labour market insights, supports employer workforce strategies, and spearheads partnership programs to help students and job seekers gain an understanding of local employment opportunities, industry hiring trends and in-demand skills. By collaborating with businesses, educators, governments and community partners, CFWD strengthens the regional workforce, promotes economic growth, and advocates for inclusive, forward-thinking employment practices.

### Job Overview

CFWD is seeking a motivated and detail-oriented **Administrative Assistant** to support the planning and delivery of workforce development projects. As an Administrative Assistant, you'll support the day-to-day operations of our office while gaining hands-on experience in the non-profit, labour market research and workforce development sectors. This dynamic role combines administrative responsibilities with creativity, communications, and research. Ideal for someone with strong organizational skills and a passion for community impact.

### Key Responsibilities

#### Administrative Support

- Perform daily office tasks, including scheduling, filing, and correspondence
- Prepare reports, presentations, and documents using Microsoft Office
- Assist with coordinating logistics for meetings, workshops, and events

47 S. Pinnacle St., Belleville, ON K8N 3A1 [info@cfwd.ca](mailto:info@cfwd.ca) [www.cfwd.ca](http://www.cfwd.ca) Office: 613.969.0720



### **Project & Program Support**

- Assist in organizing and tracking workforce development initiatives
- Maintain project records, track timelines, and support material development
- Help implement education and outreach initiatives aligned with workforce needs

### **Communications & Outreach**

- Create engaging content for newsletters, social media, and website updates using tools like Canva
- Capture and edit photos for promotional use
- Support the organization's presence on platforms such as Facebook, Instagram, and LinkedIn

### **Research & Analysis**

- Conduct research on labour market trends and funding opportunities
- Compile data and prepare summaries or reports to support strategic initiatives

### **Collaboration & Engagement**

- Serve as a liaison between internal teams and external partners
- Foster positive relationships with clients, community organizations, and stakeholders

### **Essential Technical Skills**

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Familiar with Canva and major social media platforms
- Basic photography and photo editing skills

### **Preferred Technical Skills**

- Research and data analysis
- Experience in project coordination or event planning

### **Essential Soft Skills**

- Strong verbal and written communication
- Strong organizational and time-management skills
- Attention to detail and ability to prioritize tasks
- Adaptable, proactive, and solutions-focused
- Excellent interpersonal and teamwork skills
- Creative with an eye for design and messaging

### **Preferred Qualifications**

- Post-secondary education in administration, communications, business, or a related field
- Previous experience in an office, communications, or non-profit environment
- Ability to accommodate flexible work hours (i.e., work weekends and/or evenings when applicable)
- Valid G Class drivers license

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**To be eligible, applicants must:**

- ✓ Be between 15 and 30 years old on the job start date
- ✓ Be a Canadian citizen, permanent resident, or person with refugee status
- ✓ Have a valid Social Insurance Number (SIN)

Note: International students and temporary residents are not eligible

**How to Apply**

To apply or learn more about the role, please submit your resume and cover letter to:

✉ [info@cfwd.ca](mailto:info@cfwd.ca)

The [Centre for Workforce Development](#) is committed to diversity and inclusion and encourages applications from all qualified individuals, including those with diverse backgrounds and those with disabilities. If you require accommodation throughout the recruitment, selection, and/or assessment process at any point in the application or interview process, please let us know.

Personal information provided is collected under the authority of the [Municipal Freedom of Information and Protection of Privacy Act](#).

**For More Information**

☎ 613-969-0720

🌐 [www.CFWD.ca](http://www.CFWD.ca)

Learn more about the Canada Summer Jobs program:

👉 <https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs.html>

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