

Formerly Abbotsford Community Services

**JOB POSTING #CSJ-2026-94-01**

**INTERNAL/EXTERNAL**

**People and Culture**

**CSJ People and Culture Coordinator**

**Wage: \$18.25 per hour**

**Full time: 35 hours per week**

**Temporary 8-week position, summer job through the Canada Summer Jobs (CSJ) Program,  
starting June 2026**

**Provide Human Resources Support for Recruitment, Volunteer, Training and Administration  
Come Help Us Help our Community  
Join the Archway Team**

**Location: Abbotsford**

**On Site**

### **Canada Summer Jobs – Youth Eligibility**

This position is funded through the Canada Summer Jobs (CSJ) Program, which aims to support youth in gaining quality work experience. Youth from equity-deserving groups are strongly encouraged to apply, including youth with disabilities, Indigenous youth, Black and other racialized youth, and youth who identify as 2SLGBTQI+.

To be eligible, applicants must:

- Be between 18 and 30 years of age at the start of employment.
- Be a Canadian citizen, permanent resident, or a person granted refugee protection.
- Have a valid Social Insurance Number (SIN).
- Be legally entitled to work in Canada.
- Note: International students and temporary visa holders are not eligible.

### **The Canada Summer Jobs program objectives are to:**

- provide quality experiences for youth;
- respond to national and local priorities to improve access to the labour market for youth who face unique barriers to employment, i.e., youth who are early leavers of high school; not in employment, education or training; are underemployed; Black, and other racialized youth; youth with disabilities; Indigenous youth; 2SLGBTQ+ youth;
- provide opportunities for youth to develop and improve their skills.

### **Job Summary:**

The CSJ People & Culture Coordinator is an entry-level, youth-focused role designed to provide exposure to the fundamentals of human resources within a supportive team environment. Reporting to the People

& Culture team, the Coordinator assists with recruitment, onboarding, volunteer support, training activities, and general administrative tasks.

This role is ideal for a young person interested in pursuing a career in human resources, administration, social services, or community organizations. The position requires professionalism, discretion, and enthusiasm, along with a willingness to learn and contribute positively to the team.

## **Key Responsibilities**

### **Recruitment & Onboarding Support**

- Provide support for recruitment, onboarding, and volunteer initiatives, including resume screening, interview scheduling, reference checks, and coordinating required documentation.
- Assist with preparing and organizing onboarding materials and supporting staff and volunteer orientations and training sessions.
- Support the delivery of People & Culture initiatives, events, and training activities.
- Assist with tracking training, professional development, and related People & Culture records.
- Maintain accurate data entry, filing systems, and confidential employee and volunteer records.
- Support People & Culture reporting and general administrative tasks.
- Provide ongoing administrative and operational support to the People & Culture team as required.

### **What This Role Offers Youth**

- Hands-on experience in People & Culture / Human Resources.
- Exposure to recruitment, onboarding, and volunteer management.
- Professional skill development in a supportive environment.
- Meaningful work that contributes to the community.
- Strong mentorship and in-house learning opportunities.

## **Qualifications & Experience**

### **Required**

- Completion of secondary school; post-secondary education or current studies in Human Resources, Business Administration, or a related field is an asset
- Experience in an office or administrative role is an asset
- Strong interest in learning about People & Culture / HR functions

### **Preferred**

- Experience handling confidential or sensitive information.
- Experience in a people-focused or customer service role.

## **Skills & Competencies**

- Strong written and verbal communication skills in English.
- Ability to communicate respectfully with people from diverse backgrounds.
- Strong organizational and time-management skills.
- Ability to manage multiple tasks and meet deadlines.
- Comfortable using Microsoft Office 365 (Word, Excel, Outlook).
- High level of discretion, professionalism, and confidentiality.

- Ability to work both independently and as part of a team.
- Willingness to learn Archway policies, procedures, and systems.

### Conditions of Employment

- Must meet all Canada Summer Jobs eligibility requirements.
- A satisfactory Criminal Record Check is required (Archway will arrange this for the successful candidate).

### Our Offer

- Wage: \$18.25 per hour.
  - 35 hours per week, Monday to Friday.
  - 8-week temporary summer position starting June 2026.
  - Supportive team environment.
  - Access to wellness resources and in-house training.
  - Free use of Archway wellness equipment.
  - Valuable career-building experience in People & Culture.
- **Closing date is May 14, 2026.**

### TO APPLY

Interested applicants are to reference **Posting #CSJ 2026-94-01 in the subject line.**

Please submit your cover letter and resume online to:

Email: [jobpostings@archway.ca](mailto:jobpostings@archway.ca)

Subject: Job Posting #CSJ 2026-94-01

**No phone calls please. Only short-listed applicants will be contacted.**

**Must be legally entitled to work in Canada.**

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to [jobpostings@archway.ca](mailto:jobpostings@archway.ca) with DO NOT FORWARD TO OTHER PROGRAMS, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

*Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.*

*We acknowledge that we gather on the traditional and unceded territory of the Stó:lō people. Stó:lō territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.*

*We invest in the mental health and wellbeing of our employees.*