

JOB POSTING #CSJ-2025-10-01

INTERNAL/EXTERNAL

Central Support

CSJ Administrative Assistant

Wage: \$18.00 per hour

Full time: 35 hours per week

**Temporary 8-week position, summer job through the Canada Summer Jobs Program (CSJ),
starting early June 2025**

Provide Reception and Office Support

Join the team at Archway

Come Help Us Help People

Location: Abbotsford

On Site

This position is funded through Canada Summer Jobs, which has certain requirements and encourages the hiring of youth in the following categories to apply, disabilities, Indigenous, Black, racialized youth, and youth in the 2SLGBTQI+ community.

Youth must meet the following criteria:

- Must be between the ages of 16 and 30, at the time of their start of employment at Archway.
- Must be a Canadian citizen, immigrant with permanent residency status, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada according to the relevant provincial/territorial legislation and regulations.
- NOTE: International students are not eligible for this program.

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 Administrative Assistant – Reception and Office Support – provides administrative support for the agency. The CSJ Administrative Assistant will bring a high level of flexibility and enthusiasm to a position containing a wide variety of tasks and challenges. Also, the CSJ Administrative Assistant will demonstrate a level of experience that will allow them to act with a high degree of tact in dealing with the public, staff, and community partners. The CSJ Administrative Assistant will need to be able to deal

effectively, pleasantly, and calmly under pressure and in emergency situations. The CSJ Administrative Assistant will also be required to handle cash.

Your Role:

Archway's CSJ Administrative Assistant with the Central Support Program contributes by:

- Performing a variety of reception duties, including assisting clients and providing resources and referrals.
- Answering phones and redirecting calls.
- Greeting clients and walk-ins.
- Answering questions, providing information and referrals.
- Printing documents, making photocopies, sending and receiving faxes, and laminating printed material.
- Processing incoming and outgoing mail.
- Ensuring sufficient supplies are on hand to meet demand.
- Ensuring all machines are stocked daily with paper.
- Assisting with creating photo ID tags for new Archway employees and volunteers.
- Assisting with room bookings and meeting services.

This position is a great fit for someone who has great customer service skills, enjoys meeting with members of the public, is able to multi-task, and has good listening skills to understand requests and redirect to the appropriate person for response.

Our Offer

- Wage: \$18.00 per hour.
- A full-time position at 35 hours per week, Monday to Friday.
- Temporary for 8 weeks, starting in early June 2025.
- Perks include:
 - Great in-house training opportunities.
 - Build your experience in the field of reception and office administration.
 - Rewarding work in a positive environment

Getting an Interview – you will be considered if you have:

- Experience in customer service and office administration is an asset.
- Strong verbal, written, and active listening communication skills; able to communicate clearly and respectfully with people from diverse backgrounds, cultures, and varying levels of English.
- Ability to use Microsoft Office 365, including Word, Excel, and Outlook.
- Ability to speak a second language is an asset.

The Job Requires you to have:

- Willingness to learn Archway's various policies and procedures.
- Willingness to learn how to use a multi-line switchboard.
- Willingness to learn about Archway's various programs and their associated contacts.

- Ability to effectively interact in a diplomatic, collaborative, professional and results oriented manner.
- Ability for direct, in-person contact with on-site staff and clients; adherence to health and safety protocols is required.
- Ability to sit for extended periods of time and extended screen/keyboard use.
- Ability to interact with people in challenging situations.
- Ability to efficiently switch tasks in a busy environment.
- Ability to work as part of a team.
- Eligibility to meet Canada Summer Jobs requirements of being between 16 to 30 years of age at the beginning of the employment period; be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada. International students are not eligible participants, including anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are not eligible.
- A satisfactory criminal records check is a condition of employment which Archway will make arrangements for the successful candidates.

Closing date is May 04, 2025.

TO APPLY

Interested applicants are to reference **Posting #CSJ-2025-10-01** in the subject line.

Please submit your cover letter and resume to:

Email: jobpostings@archway.ca

Subject: Job Posting #CSJ-2025-10-01

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 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.