

JOB POSTING

(CANADA SUMMER JOBS PROGRAM)



SUMMER OFFICE ASSISTANTS

Temporary 8-Week Contract | Pleasant View Lodge (Spirit River, AB)

Are you an organized, tech-savvy student looking to make a meaningful difference in your community this summer?

The **Grande Spirit Foundation (GSF)** is seeking enthusiastic **Office Assistants** for temporary 8-week contracts this summer. This unique role bridges essential administrative support with vibrant community engagement, offering a fantastic opportunity to build your professional skills while supporting seniors and families across our locations.

Key Responsibilities

- **Administrative Support:** data entry, managing incoming phone calls, sort mail, and providing a welcoming front-desk presence for visitors, residents, and staff.
- **Community & Engagement:** Cheerfully assist with the coordination and facilitation of entertaining events and activities within our seniors' lodges.
- **Resident Assistance:** Provide exceptional customer service, answering inquiries and offering friendly, light technical troubleshooting (such as helping residents with TV or device settings) when needed.
- **Lodge Upkeep:** Assist with light outdoor care, including watering and maintaining lodge flower beds to keep our grounds beautiful.
- **Team Collaboration:** Work under the direction of the Administrative Assistant and/or Assistant Site Manager, performing other related duties as assigned.

Knowledge, Skills, and Abilities

- **Interpersonal Excellence:** A warm, empathetic personality with a genuine interest in working alongside senior citizens,
- **Communication & Teamwork:** Strong verbal and written communication skills with a proven ability to maintain harmonious professional relationships.
- **Organization & Independence:** Excellent time management skills and self-motivation required to work productively both independently and as part of a team.
- **Technical Aptitude:** proficiency in Microsoft 365 is considered a significant asset.

Minimum Qualifications

- Completion of a High School Diploma or equivalent.
- Previous experience in clerical, reception, or customer service roles is preferred.
- **Prerequisites:**
 - * Valid driver's license (travel between GSF sites is required).
 - Successful completion of a Criminal Record Check.
 - Proficiency with Microsoft 365 applications.
- Commitment to adhering to the GSF Health & Safety program to ensure a safe environment for staff, residents, and facilities.

Position Details

- **Pay Rate:** \$23.08 / Hour
- **Hours of Work:** Monday through Friday | 8:00 AM – 4:00 PM (7.5-hour shifts)
- **Initial Location:** Pleasant View Lodge, Spirit River, AB (flexibility to work at other sites is required).
- **Start Date:** June 2026

How to Apply: If you are a motivated team player who takes pride in delivering excellent service and building community connections, we want to hear from you!

Please submit your resume to resumes@grandespirit.org

Closing Date for Submissions: Wednesday, June 3, 2026

The Grande Spirit Foundation thanks all applicants for their interest; however, only those selected for an interview will be contacted.