



315 - 2237 2nd Ave.
Whitehorse
Yukon
Y1A 0K7
(867)456-8520

Summer 2023 – Temporary 12 weeks

Job Title: Administrative Summer Student

Job Summary:

We are seeking a highly motivated and organized individual to join our team as an Administrative Summer Student. This is a full-time position for the summer months, funded by Canada Summer Jobs.

Responsibilities:

- Assist with day-to-day office operations, including answering phones, responding to emails, and greeting visitors
- Administer website, action network, social media and CRM and public engagement for the YFL.
- Assist with preparing, scheduling and coordinating meetings and events
- Conduct research, compile data, digitize and archiving of records
- Perform general administrative tasks such as filing, office cleaning and data entry
- Track, receive and post payments and deposits
- Assist with the preparation and distribution of documents, forms, reports, and presentations
- Perform other duties as assigned

Requirements:

- 15 - 30 years of age at the start of employment and legally entitled to work in Yukon.
- Canadian Citizen, permanent resident, or person whom refugee protection has been conferred
- Strong written and verbal communication skills
- Excellent organizational and time management skills
- Proficient in Google Suite, Microsoft Office applications, and digital campaign tools
- Self-motivated and able to work independently or as part of a team
- Ability to maintain confidential and sensitive information
- Attention to detail and accuracy

Post-secondary education in business administration, office administration, or a related field; or experience with Netsuite, Action Network, Wordpress, Facebook pages, Adobe Acrobat Pro, or graphic design is an asset.

This is a great opportunity for a student looking to gain valuable experience in an administrative role. If you are a motivated, organized, and detail-oriented individual with excellent communication skills, we encourage you to apply for this exciting opportunity.