

## **Job Posting: Administrative Summer Student**

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We seek 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. Applicants must be 15 - 30 years of age at the start of employment and legally entitled to work in Yukon, and a Canadian Citizen, permanent resident, or person for whom refugee protection has been conferred.

### Responsibilities:

- Support the President in various projects, training, events, and Federation of Labour matters, maintaining confidentiality and discretion in all interactions and tasks.
- Support day-to-day office operations, including filing, accounting, general administrative tasks, managing calendars, coordinating travel, and business errands.
- Manage phone, email, and in-person interactions, prioritizing and redirecting messages.
- Prepare, proofread, and update documents, spreadsheets, templates, and forms.
- Organize and maintain electronic and paper filing systems including research, data compilation, digitizing and listing archival records.
- Update and maintain website and social media profiles, curating news articles and graphic design for promotional materials, and monitoring media for labour-related information.
- Handle payment tracking, receipt, and posting, as well as deposits.
- Ensure the office space is orderly and well-presented, including cleaning duties.

### Qualifications & Competencies:

- Self-motivated and able to work independently with or without direct supervision.
- Ability to maintain confidential and sensitive information.
- Strong attention to detail, accuracy, written and verbal communication skills, and effective time management.
- Strong organizational and research skills.
- Ability to uphold high levels of confidentiality with sensitivity and tact.
- Positive and professional representation of the organization with all stakeholders.
- Experience in administration, finance, and digital campaign tools.
- Demonstrated political awareness and a deep commitment to workers' rights and labor movement values.

Post-secondary education in business administration, office administration, or a related field; or experience with Google Suite, Microsoft Office, Netsuite, Action Network, WordPress, Social media page management, 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.