



TITLE: ADMINISTRATIVE ASSISTANT

START DATE: June 29, 2026 (8-week contract, possibility of extension)

HOURS: 30 hours per week for 8-week contract

SALARY: \$18.00/hour

ACCOUNTABLE TO: Guest Services Representative, under the direction of Executive Director

POSITION OVERVIEW: This position is designed to provide guest services and administrative assistance to various departments, including the Executive Director.

Note: This position is funded through the Canada Summer Jobs program. Only candidates who meet the Canada Summer Jobs program age qualification (aged 18 – 30) will be considered and the position will be full time 30 hours a week for the duration of the funding period.

RESPONSIBILITIES:

- Provide office coverage on weekends or to cover days off, welcoming guests, assisting with check in and check out processes, answer phones, and responding to general inquiries
- Assisting the program team with marketing including social media posts, updating the Galilee website, copying and distributing print and electronic marketing materials
- Assisting with digital and paper filings
- Data entry and data content confirmation
- Assist hospitality team as needed with maintaining general areas and group change overs
- Assist with special events such as fundraisers
- Other duties as assigned

QUALIFICATIONS:

- Minimum Grade 12 education
- Attention to detail
- Experience with databases an asset
- Interest or past experience in marketing and communications
- Ability to work independently and as part of a team
- Strong communication skills
- English language proficiency
- Personal initiative and commitment to Galilee's mission and vision.

Applications will be accepted by email to communications@galileecentre.com, attention Megan Postin.