



**Administrative Assistant – Direct Services**  
**Contract, Full-time, Temporary summer youth position (Hybrid)**  
**This role is filling a Canada Summer Jobs Position**

---

**ABOUT YELLOW BRICK HOUSE:**

Yellow Brick House is a leading provider of life-saving services to women, families and children who have experienced violence and abuse. We offer emergency shelter, individual, group and child counselling, legal support services, and transitional housing support.

**SUMMARY OF POSITION:**

The Direct Services Administrative Assistant will provide administrative and coordination support to the Direct Services team, assisting with office organization, data management, meeting coordination, and program logistics. This role supports the efficient day-to-day operations of the team and contributes to effective service delivery across programs.

**RESPONSIBILITIES:**

**Office Administration**

- Organize and maintain Direct Services shared drives and digital files
- Support the coordination and upkeep of drop-in and pick-up calendars for Outreach and Public Education teams
- Create and maintain spreadsheets and tracking systems
- Assist with data entry and digital archiving of documents
- Research and update shared resources on internal platforms (e.g., shared drive, Padlet)

**Meeting and Event Support**

- Assist in preparing meeting agendas and supporting materials
- Record and distribute meeting minutes, action items, and follow-ups
- Schedule meetings, including coordinating availability and sending reminders
- Coordinate meeting logistics (e.g., room bookings, equipment, refreshments)
- Prepare and distribute participant materials, including handouts and evaluation forms
- Support team communication and assist with committee-related tasks as needed

**Group and Accreditation Support**

- Liaise with the Outreach Accreditation lead to support documentation and procedure development
- Maintain Children's Services client bulletin board
- Provide logistical support to the Child Witness Program (e.g., coordinating resource deliveries, arranging transportation for clients)

**QUALIFICATIONS:**

- Must meet eligibility requirements for the Canada Summer Jobs Program
- Currently enrolled in or recently completed a post-secondary program in Social Work, Office Administration, Business Administration, Human Services, or a related program is preferred.
- Previous administrative, clerical, or customer service experience is considered an asset
- Intermediate computer skills, including proficiency in Microsoft Office (Word, Excel, Outlook); experience drives or collaboration tools (e.g., Google Drive, Padlet) is an asset.

**COMPETENCIES:**

- Strong organizational and time management skills
  - Attention to detail and accuracy
  - Effective written and verbal communication skills
  - Ability to support administrative tasks, scheduling, and coordination
  - Proficiency in Microsoft Office and willingness to learn new systems
  - Ability to work collaboratively and manage multiple priorities
  - Professionalism and ability to maintain confidentiality
- 

**Compensation:** The compensation for the position is \$19.00

**Hours of Work:** Monday to Friday, 9am-4:30pm, Onsite.

**Contract Dates:** May 4<sup>th</sup> – August 21<sup>st</sup>, 2026

**How to Apply:** Please send your résumé and cover letter to [jobs@yellowbrickhouse.org](mailto:jobs@yellowbrickhouse.org)

\* Applicants must be between 15–30 years of age at the start of employment, in accordance with funding requirements under the Canada Summer Jobs program.

### **Accommodation**

Yellow Brick House is an equal opportunity employer dedicated to recruiting and retaining a qualified workforce and is committed to hiring practices that are fair and equitable. The company and its hiring managers always seek to hire the most qualified candidate for a position. A protected characteristic under the *Human Rights Code* is never used against a person during the hiring process.

### **Use of Artificial Intelligence and Automated Tools**

Yellow Brick House values fairness and transparency in our hiring process. We may use automated or AI-supported tools to assist with application screening; however, all final hiring decisions are made by a human reviewer. Applicant information is handled with care and in accordance with privacy requirements