

ADMINISTRATIVE ASSISTANT – Canada Summer Jobs

JOB SUMMARY

Position:	Administrative Assistant
Purpose:	The Administrative Assistant supports the AMSSA's office, programs and engagement activities. This position provides administrative, clerical, and logistical support across teams, helping maintain efficient systems and a welcoming environment for staff, visitors, and partners. The Administrative Assistant also works with the communications and program teams to help audit, classify, and organize digital records across Microsoft 365 (SharePoint, OneDrive) and legacy drives, and assist in setting up the Internal Knowledge Hub so staff can more easily find and trust key resources.
Reports to:	Senior Director of Operations and Communications
Classification:	Canadian Summer Jobs – Full-time, Temporary (8 weeks)
Hours & location:	35 hours per week – work from AMSSA's office located Metrotower II, Suite 2308, 4720 Kingsway, Burnaby, B.C. V5H 4N2
Salary:	\$23 per hour
How to apply:	<p>Please send your cover letter and resume together in one document outlining relevant experience and qualifications to Vittoria Guastafierro, HR & Engagement Specialist, at vguastafierro@amssa.org</p> <ul style="list-style-type: none">• Include position title in email subject line.• Include your first and last name and the job title of the posting in the title of your cover letter and resume document. <p>Applications will be reviewed on an ongoing basis. The posting will remain open until filled and will close without notice.</p> <p>Only shortlisted applications will be contacted.</p>



Land Acknowledgement: As a provincial umbrella association, AMSSA acknowledges that BC is on the unceded homelands of First Nations who have stewarded this land since time immemorial. We recognize the privilege that we have as settlers on this land, and acknowledge that AMSSA's operations is on the unceded traditional territories of the x̱m̱əθkwəy̱əm (Musqueam), Skwxwú7mesh (Squamish), and Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

We wish to acknowledge that as settlers on the land, the Calgary office operates on traditional Territory 7 territory in Southern Alberta, which includes the Blackfoot Confederacy (comprising the Siksika, Piikani, and Kainai First Nations), as well as the Tsuut'ina First Nation, and the Stoney Nakoda (including the Chiniki, Bearspaw, and Wesley First Nations).

As an organization, AMSSA is committed to creating a safe space for indigenous voices.

AMSSA OVERVIEW AND VALUES

AMSSA is a unique province-wide association that strengthens over 90 member agencies as well as hundreds of community stakeholder agencies who serve immigrants and newcomers, and build culturally inclusive communities, with the knowledge, resources and support they need to fulfill their mandates.

- We value **EQUITY** and strive to be the catalyst for change which disrupts systems promoting racial and social injustice.
- We value **INCLUSIVENESS** and work with our members and stakeholders to place voices that have been marginalized in positions of influence, creating space for all perspectives.
- We value **INTEGRITY**, striving to always work to the highest standards, encouraging innovation, risk taking and leadership; we are always open to new thoughts and maintain accountability in our work.
- We value **DIVERSITY**, recognizing our own individual biases and engaging members and stakeholders in meaningful ways that promotes inclusion of all voices and perspectives.
- We value **MUTUAL RESPECT** by respecting what everyone has to offer within their own context of life experiences, opening our hearts and minds to always listening and learning.
- We value **COLLABORATION**, engaging in equitable partnerships, mindfully exploring old and new ideas to advance the work of AMSSA and our members.
- We value **SUSTAINABLE TRANSFORMATION**, engaging in continuous individual and organizational reflection and collaboration to build capacity and integrate what we learn into our culture and infrastructure.

DUTIES

- Provide administrative support to AMSSA operations, communications, and program teams;
- Support the Operations team in liaising with building management and facilities management;
- Review and distribute general AMSSA emails;
- Receive, sort, and process incoming mail and courier shipments;
- Greet visitors and answer phone calls in a friendly, professional manner;
- Support the maintenance of office and kitchen supplies, supporting supply inventory with the Operations Team;
- Ensure appropriate organization, filing, and storage of e-documents, and hardcopy folders;
- Support digitization of hard-copy files and general filing, scanning, photocopying, and printing;
- Support storage organization and maintenance with the Operations Team;
- Conduct data entry and maintain AMSSA contact lists and databases, and update AMSSA website;
- Support planning and logistics for internal meetings, engagement activities, and annual general meeting;
- Support logistics and setup/take-down of onsite meetings, including hospitality, catering, and room arrangements;
- Assist with researching content, gathering quotations from contractors, and preparing materials.
- Conduct a digital records inventory across AMSSA's shared storage;
- Apply or support the application of file naming conventions and basic metadata;
- Flag duplicates, outdated materials, and gaps, and record these in simple tracking tools;
- Help test and refine navigation, search, and filters;
- Assist with re-filing and reorganizing records into appropriate shared locations, under staff guidance;
- Draft easy-to-follow "how to file and how to find" guides, checklists, and screenshots for staff;
- Support small, guided experiments with AI pilots, and help capture examples, benefits, and limitations;
- Participate in short project check-in meetings; take notes and update simple action trackers;
- Coordinate with staff to clarify file owners, document history, and appropriate locations;
- Provide support to staff as they adjust to new structures;
- Help maintain an inventory of digital assets and equipment.

QUALIFICATIONS

Adaptability - The ability to achieve or adjust goals and behaviours when expected or unexpected change occurs, by planning, staying focused, persisting, and overcoming setbacks. For example, one uses this skill to change work plans to meet new deadlines, learn how to work with new tools and improve skills through feedback.

Collaboration - The ability to contribute and support others to achieve a common goal. For example, at work we use this skill to provide meaningful support to team members while completing a project.

Communication - The ability to receive, understand, consider, and share information and ideas through speaking, listening, and interacting with others. For example, we use this skill to listen to instructions, serve customers and discuss ideas.



Creativity and Innovation - The ability to imagine, develop, express, encourage, and apply ideas in ways that are novel, unexpected, or challenge existing methods and norms. For example, we use this skill to discover better ways of doing things, develop new products, and deliver services in a new way.

Digital Skills - The ability to use digital technology and tools to find, manage, apply, create, and share information and content. For example, we use this skill to create spreadsheets, safely use social media, and securely make online purchases.

Problem-solving - The ability to identify, analyze, propose solutions, and make decisions. Problem solving helps you to address issues, monitor success, and learn from the experience. For example, we use this skill to make hiring decisions, select courses of action and troubleshoot technical failures.

Technical skills - The ability to develop capabilities that relate to the practical or mechanical side of an activity, the application of a set of technical processes and its required know-how.