



Hospice Northwest Services has an opening for an Office Administrative Assistant, funded through the Canada Summer Jobs for Youth program.

The successful applicant will help with basic office duties, including answering the telephone, greeting customers, helping to maintain client files, updating the organization's database, filing and providing support as needed to other staff members.

Please send a resume and cover letter to info@hospicenorthwest.ca by June 26th. Position will be for 8 weeks, beginning July 6th.

To be eligible, participants must:

Be between 15-30 years of age, at the start of the funded position.

Be a Canadian Citizen, permanent resident, or someone to whom Refugee Status has been granted/conferred.

Have a valid SIN

International students, and those who are here in Canada on a work, youth, or visitor visa/permit are not eligible for the program.