Position Description

Student Administrative Assistant

Hospice Renfrew is a six-bed, palliative care home located in the heart of Renfrew, Ontario. Our exceptional palliative care team provides physical, emotional and spiritual care to individuals living with a terminal illness and their families. We are currently seeking a motivated and organized Student Administrative Assistant to join our team for an 8-week full time position funded through Canada Summer Jobs program.

Reports to: Executive Director

Responsibilities:

- Provide general administrative support to staff and volunteers
- Assist with data entry, filing, and document preparation
- Support event planning and communications
- Assist with specific summer projects such as updating policy and procedure manuals and resource materials.
- Collaborate on social media content creation.
- Perform other office duties as required.

Qualifications:

- Must be between 15 and 30 years at the start of employment
- Must be a post-secondary student returning to school in the fall
- Strong organizational and communication skills
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Ability to work independently and collaboratively

Position Details:

- Full-time (35 hours/week)
- Duration: 8 weeks
- Start Date: May 26, 2025
- Hourly wage in accordance with Canada Summer Job guidelines.

Support for Success:

- Inclusive and diverse workplace in a supportive and caring environment
- Paid parking

For more information or to apply please contact:
Marjorie Joly
Executive Director
Hospice Renfrew
613-433-3993 ext. 2222
mjoly@hospicerenfrew.ca

Application Deadline: May 2, 2025