

## **SOCIAL ENTERPRISE FOR CANADA 2026 CANADA SUMMER JOBS**

Welcome to SEC's available job opportunities funded by the ESDC **Canada Summer Jobs** Program. We have **5** positions to fill. Please see below for details of each available opportunity.

To facilitate our hiring process, SEC will be hosting a **one-day speed interviewing event** on **Friday, May 8<sup>th</sup> from 1:00 pm - 4:00 pm** at the Newmarket Welcome Center Immigrant Services at 16655 Yonge Street, Unit 26.

If you're interested, use this link ([2026 SEC Canada Summer Jobs Registration Form – Fill out form](#)) to register for the job fair. On May 8<sup>th</sup>, interviews will occur on a first come, first serve basis. You may interview for as many positions as you would like. Bring hard copies of your resume and be prepared to talk about yourself and why you want to work with SEC. You must meet the minimum criteria below to qualify for the Canada Summer Jobs program.

Minimum qualifications for all positions

- Be between 15-30 years of age
- Be legally entitled to work in Canada (are a Canadian citizen, permanent, or person whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of employment)
- Have a valid Social Insurance Number (if you have a SIN beginning with a "9", you must provide proof of residency: a letter from the Immigration and Refugee Board of Canada confirming refugee status or a valid PR card)
- Availability in person for the duration of the CJS program (May 19 - July 20, 2026)
- Current Satisfactory Criminal Record Check (for some positions)

## **POSITIONS**

### **1. OFFICE ADMINISTRATOR**

Location: Hybrid (Head Office, 1220 Stellar Drive Newmarket & Remote)

Hourly Wage Rate: \$17.60 per hour + 4% Vacation Pay

Hours per week: 30 hrs per week

Duration: May 19, 2026 – July 20, 2026

**Position Overview:** Reporting jointly to the CEO and Senior Director, People & Culture, the Office Administrator will provide administrative and project related support to the Operations team at the Head Office in the areas of general administration, governance, human resources, , special projects, (e.g. Annual Report design) and document generation and formatting.

#### **Job Tasks and Responsibilities**

- Provide support to the CEO by supporting bookings, coordinating meetings, maintaining lists and other resources.
- Provide support to the Board of Directors and Senior Leadership team by arranging meetings, distributing materials, maintaining content on SharePoint site.
- Provide basic office oversight by maintaining office supplies and addressing issues with the facility in collaboration with the Sr. Director of Finance, ordering flowers, coordinating lunches for meetings.

- Support special projects, namely the Annual Report by proposing layout, collecting content, and creation of report for publication and distribution.
- Provide support as needed to the People & Culture department in general areas of human resources administration (training provided).

### **Qualifications**

- Pursuit of post-secondary education in a related field or equivalent experience is an asset.
- Strong technical aptitude and understanding.
- Strong verbal, written and interpersonal communication skills with the ability to effectively work in a diverse environment with all internal and external stakeholders.
- Competent in Microsoft Office 365
- A high level of professionalism and integrity.
- Strong morals and ethics, sound judgement and reasoning skills, along with a commitment to discretion and staff privacy.
- Ability to demonstrate flexibility, initiative and good judgement.
- Ability to prioritize tasks and adapt to a changing environment.

## **2. ACCOUNTING ASSISTANT**

Location: Hybrid (Head Office, 1220 Stellar Drive Newmarket & Remote)

Hourly Wage Rate: \$17.60 per hour + 4% Vacation Pay

Hours per week: 30 hrs per week

Duration: May 25, 2026 – July 24, 2026

**Position Overview:** Working along side the Finance Team (3), the Accounting Assistant will support the Finance Team in improving accounting procedures. The work will focus on asset management, document filing, template set up, information updating, etc.

### **Job Tasks and Responsibilities**

- Support the preparation and completion of annual accounting filings, ensuring accuracy, completeness, and adherence to organizational and regulatory requirements.
- Set up and maintain pre-authorized payment arrangements for utility and vendor accounts, ensuring timely and accurate processing of recurring payments.
- Conduct research on new and emerging features within QuickBooks and provide recommendations to improve efficiency and financial processes.
- Perform data entry and maintain accurate records within the organization's asset management system, ensuring all assets are properly tracked and documented.
- Assist with inventory counts, including organizing materials, reconciling discrepancies, and updating records to reflect accurate inventory levels.
- Contribute to budget development and financial reporting improvements by identifying opportunities to streamline processes and enhance reporting clarity.
- Update and maintain vendor information in financial systems, ensuring records are current, complete, and aligned with internal controls.

### **Qualifications**

- Currently enrolled in a post-secondary program in Accounting, Finance, Business Administration, or a related field.

- Basic understanding of accounting principles (e.g., accounts payable/receivable, reconciliations, budgeting).
- Experience or familiarity with QuickBooks or similar accounting software is considered an asset but not required.
- Strong attention to detail with the ability to maintain accuracy in data entry and financial records.
- Proficiency in Office365, particularly Excel (e.g., data entry, basic formulas, and organization of information).
- Strong organizational and time management skills, with the ability to manage multiple tasks and meet deadlines.
- Analytical and problem-solving skills, with the ability to identify discrepancies and suggest improvements.
- Effective written and verbal communication skills.
- Ability to work both independently and collaboratively within a team environment.
- High level of integrity and ability to handle confidential financial information with discretion.

### **3. RESOURCE/ADMINISTRATION ASSISTANT (Newmarket Welcome Centre)**

Location: in-Person (Newmarket Welcome Centre, 16655 Yonge Street, Unit 26)

Hourly Wage Rate: \$17.60 per hour + 4% vacation pay

Hours of Work: 30 hours per week

Duration: May 19, 2026 – July 20, 2026

**Position Overview:** Reporting to the Newmarket Welcome Centre Manager, this position will provide administrative and in-person support at the Newmarket Welcome Centre location.

#### **Job Tasks and Responsibilities:**

Reception and Resource Area:

- Manage Clients' Appointments (Booking, cancelling, rescheduling)
- Handle all front desk inquiries accordingly (phone/email/in person)
- Adhere to Organizational confidential policies, when handling any verbal or written information
- Manage clients' records in the WC database according to the provided access
- Respond to customer inquiries in a professional and timely manner.
- Maintain all confidential client records and files, correspondence and associated documentation in accordance with confidential information policy.
- Maintain electronic clients' information system.
- Adhere to legislation, policies and procedures associated with Social Enterprise for Canada (SEC) and the Welcome Centre system.
- Ensure all interior and external agency information flyers are current and up-to-date.
- Make certain the RA is neat, tidy and is fully stocked with supplies.
- Assist users with computer activities such as seeking government forms, researching specified programs, finding information, etc.
- Answering client questions, or finding answers to their questions, on various topics such as employment supports, settlement inquiries, immigration requirements, etc.
- Maintain an organized filing system for all appropriate documents.
- Keep RA Coordinator informed of all potential client concerns.
- Supporting the operations team.
- Performs other duties as assigned.

### **Qualifications**

- Currently enrolled in a post-secondary program in Business, Marketing, Communications, Administration or a related field is an asset.
- Exceptional written and oral communication abilities and content development skills.
- Competent in Microsoft Office 365; familiarity with digital marketing tools is an asset.
- Proficiency in multiple languages is an asset.
- High level of integrity, confidentiality, accountability, strong work ethic and a positive team attitude.

### **4. PROJECT COORDINATOR**

Location: Hybrid (Head Office, 1220 Stellar Drive Newmarket & Remote)

Hourly Wage Rate: \$17.60 per hour + 4% Vacation Pay

Hours per week: 30 hrs per week

Duration: May 19, 2026 – July 20, 2026

**Position Overview:** The Project Coordinator will support project planning, reporting, research, and delivery activities across multiple initiatives. The successful candidate will work closely with the Project Manager to maintain workflows, improve documentation, and support analytics, dashboards, and communication materials that enhance visibility and decision-making. This role is ideal for a student interested in project management, business analysis, product development, or operations.

### **Job Tasks and Responsibilities**

#### **Project Coordination & Support**

- Assist with developing and maintaining project schedules, task trackers, and weekly status updates.
- Support the creation of project plans, risk/issue logs, and scope management documents.
- Help prepare materials for team meetings, including agendas, action logs, and follow-ups.
- Coordinate with internal and external stakeholders to gather information and support project deliverables.

#### **Data, Reporting & Analytics**

- Support the development and upkeep of dashboards and reporting tools.
- Assist in gathering, cleaning, and organizing project data (e.g., progress, costs, timelines, KPIs).
- Conduct research or data analysis to provide insights for project decision-making.
- Help maintain consistency across performance reporting.

#### **Process & Documentation**

- Contribute to the creation and refinement of standard operating procedures (SOPs), templates, and workflow documents.
- Assist in mapping processes and identifying opportunities for improvement and efficiency.
- Help maintain version control and organized documentation repositories.

#### **Product & Content Support**

- Assist with preparing pitch decks, presentations, and project communication materials.
- Support the development of user-focused documentation for digital tools or dashboards.
- Gather and compile user feedback to support feature prioritization or product enhancements.

## Qualifications

- Post-secondary education in Project Management, Administration, related field or equivalent accumulated progressive experience is an asset.
- Strong technical aptitude and understanding.
- Comfortable working with spreadsheets, reporting tools, or basic analytics is an asset.
- Strong verbal, written and interpersonal communication skills with the ability to effectively work in a diverse environment with all internal and external stakeholders.
- Competent in Office365e (Word, Excel, PowerPoint). Familiarity with project management tool is an asset.
- A high level of professionalism and integrity.
- Ability to demonstrate flexibility, initiative and good judgement.
- Ability to prioritize tasks and adapt to a changing environment.

## 5. Social Media & Database Administrator - AQIS

Location: Hybrid (Newmarket Welcome Centre, 16655 Yonge Street, Unit 26 & Remote)

Hourly Wage Rate: \$17.60 per hour + 4% vacation pay

Hours of Work: 30 hours per week

Duration: June 8, 2026 – August 7, 2026

**Position Overview:** The Social Media & Database Administrator will support the Accreditation and Qualification Information Services (AQIS) team in enhancing its operational tools and outreach efforts. This role focuses on updating and improving the AQIS database action plan templates, as well as creating and maintaining AQIS social media accounts to increase public awareness and engagement. This position is ideal for a student interested in data management, communications, and digital engagement within an educational and client service context.

## Job Tasks and Responsibilities

### Database and Template Development

- Review, update, and standardize AQIS action plan templates used for client assessments and reports.
- Assist in data entry, cleanup, and verification within the AQIS database.
- Support documentation and process improvements to ensure consistency and accuracy.

### Social Media and Communications

- Create, launch, and manage AQIS social media accounts (e.g., LinkedIn, Instagram, or other relevant platforms).
- Develop content calendars and posts to promote AQIS programs, workshops, and success stories.
- Monitor engagement and provide regular analytics or insights to the team.
- Ensure all communications align with organizational branding and messaging guidelines.

### **General Support**

- Participate in team meetings and contribute ideas for service improvement.
- Assist with administrative and research tasks as needed.
- Provide technical and creative support to AQIS staff during project implementation.

### **Qualifications**

- Currently enrolled in a post secondary program, e.g., Communications, Business Administration, Information Management, Education, or a related field.
- Strong written and verbal communication skills.
- Proficiency with Office 365 (Word, Excel) and familiarity with data entry or database tools.
- Knowledge of social media platforms and content creation tools (e.g., Canva, Meta Business Suite, LinkedIn).
- Detail-oriented, organized, and able to manage multiple tasks.
- Creative thinker with an interest in digital communication and process improvement.