



Technology & Administrative Assistant Full-Time

Other
Other

Wednesday May 27, 2026

\$21 - \$25/ hour (\$21/Hr)

Company: Quadra Children's Centre

Website: <https://quadrachildrencentre.com/careers>

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

To apply, please email your resume and a brief cover letter to info@quadrachildrenscentre.com with the subject line: Admin & Technology Assistant Application. In your cover letter, please share a bit about your interest in administration, digital organization, technology, communications, or supporting a community-based non-profit organization. This position is funded through the Canada Summer Jobs program. Applicants must meet Canada Summer Jobs youth eligibility requirements, including being between 15 and 30 years of age at the start of employment.

Expiry Date:

Wednesday, June 10, 2026

Details:

Tasks and Responsibilities: - Organize, sort, rename, and move digital files into clear, easy-to-use folder structures. - Help create shared digital filing systems so staff can find and use documents more easily. - Create simple staff resources such as folder maps, file naming guides, checklists, and step-by-step instructions. - Assist with identifying practical ways to improve administrative workflows, communication systems, forms, templates, spreadsheets, and tracking tools. - Help create or update administrative documents that support childcare programs, family services, and daily operations. - Support simple website and blog updates using Squarespace or similar website software. - Assist staff in becoming familiar with basic website or blog update processes. - Maintain confidentiality and professionalism when working with organizational records and internal information. - Participate in regular check-ins with supervisors to review progress, ask questions, receive feedback, and document learning.

Qualifications & Experience:

This is an entry-level summer position. Training and supervision will be provided. Applicants should be: Comfortable using computers and willing to learn new digital tools. Interested in administration, technology, communications, digital organization, or non-profit operations. - Organized, detail-oriented, and able to follow through on tasks. - Able to sort information clearly and create systems that others can understand. - Comfortable creating simple written instructions, checklists, or process notes. - Able to communicate clearly, ask questions, and clarify instructions when needed. - Able to work independently on assigned tasks while checking in regularly with a supervisor. - Respectful of confidentiality and privacy when handling organizational information. - Interested in supporting a non-profit childcare organization serving children, families, and the Quadra Island community. Helpful but not required: - Familiarity with Microsoft 365, Google Workspace, Squarespace, Canva, spreadsheets, websites, blogs, or shared digital filing systems. - Previous experience with administration, file organization, customer service, website updates, communications, or digital systems.
