



Summer Program Assistant - Administrative Support

Human Resources

Casual · Full-Time · Non-Unionized

Andrew Fleck Children's Services (AFCS) is hiring Summer Program Assistant to support administrative work in the HR department for an 8 week period. This role is ideal for a student or individual looking to gain hands-on experience in human resources within a dynamic childcare environment.

The successful candidate will support a variety of HR and administrative functions, with a focus on organization, follow-up, and document management.

- Available from:** July 6th, 2026 to August 28th, 2026
Salary: \$20.77 per hour + **4% vacation pay**
Hours: 35 hours per week, **8-week period**
Location: Head Office, 700 Industrial Avenue, Ottawa, Hybrid position
Closing date: June 10th, 2026
Apply: E-mail: hrrecruiting@afchildrensservices.ca

In this role you will...

- ✓ Track and communicate performance review follow-ups with employees and managers
- ✓ Organize and maintain HR tracking spreadsheets (leave, WSIB, maternity/parental leave, etc.)
- ✓ Assist with organizing WSIB physical files and binders
- ✓ Follow up on Safety Data Sheet (SDS) documentation at program sites
- ✓ Organize and maintain Health & Safety shared drives and documentation
- ✓ Provide general administrative HR support as required

To qualify for this role you have...

- ✓ Strong organizational skills and attention to detail
- ✓ Ability to handle confidential information appropriately
- ✓ Proficiency in Microsoft Office (Excel, Word, Outlook)
- ✓ Strong communication skills (written and verbal)
- ✓ Ability to work independently and manage multiple priorities
- ✓ Interest in Human Resources
- ✓ Currently completing an HR degree/certification is an asset

We are an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at hrrecruiting@afchildrensservices.ca.

APPLY TODAY!