



ADMINISTRATIVE ASSISTANT - JOB POSTING

CANADA SUMMER JOB PLACEMENT

Canada Summer Job Placement - 2025

Job Title: Administrative Assistant
Location: 80 East 10th Avenue, New Westminster, BC
Reports to: Senior Policy Advisor
Start Date: June 23rd or June 30th, 2025
Term: 8-week placement (35 hours per week)

Apply to: Please submit your resume and cover letter, in one pdf document, to:
hr@clwr.org Pat Sargeant, HR & Office Administrator
Before 5 pm (CDT) on THURSDAY, MAY 22nd, 2025

Does this sound like you?

Canadian Lutheran World Relief (CLWR) is hiring a dedicated and organized Administrative Assistant to join its team:

1. To reach out to youth in building awareness about forced displacement – what forced displacement means, its causes, its solutions, etc. Given the environment regarding forced displacement issues in 2025 and beyond in North America, it is important for CLWR to be involved in awareness building in this area, especially in the youth community.
2. To provide continued administrative support for the Employment Pathways project.

You will perform a wide variety of administrative support duties including, but not limited to research, creating contact lists, developing interview questions, interviewing, and collecting and analyzing data related to resources for resettled youth; and, nursing homes and care facilities supported by Lutheran churches.

CLWR is fully committed to creating and maintaining an equitable, diverse and inclusive environment that is accessible to all. Working for CLWR provides a competitive salary, mentorship, a supportive work environment and excellent learning opportunities.

All employees will agree with CLWR's Mission Statement, Code of Conduct, and work with its mandate within a faith-based environment.

JOB SUMMARY

You will play a pivotal role in supporting Canadian Lutheran World Relief to compile and manage essential resources for resettled youth. The position involves coordination, communication, and administrative tasks to ensure smooth operations and effective resource management for the benefit of the youth served.

EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS

Canada Summer Job Program eligibility requirements

To be eligible, “youth” must

- *Be between 15 and 30 years of age at the beginning of the employment period.*
- *Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of employment.*
- *Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.*
- *International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible.*

Education:

- A secondary school diploma or equivalent is required; additional education in social work, human services, or a related field is an asset.

Experience:

- Previous experience in an administrative role, particularly within a non-profit or social services environment, would be an asset.
- Experience in dealing with people, with emphasis on effective interviewing and communication skills, ability to establish rapport, ability to assess a situation and respond accordingly.

Skills:

- Sensitivity to the needs and challenges faced by resettled youth.
- Strong organizational skills with the ability to manage multiple tasks and priorities.
- Excellent communication and people skills.
- Ability to work both independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Data collection, analysis, and management.

Attributes:

- Compassionate and empathetic with a genuine desire to support resettled youth.
- A high level of professionalism, integrity, respect and confidentiality
- Detail-oriented and thorough in record-keeping and documentation.
- Adaptable and flexible in a dynamic work environment.

Other skills or requirements:

- Eligible to work in Canada and live in the New Westminster BC area (refer to CSJ “eligibility



- requirements” above)
- Ability to convey a high degree of commitment and passion for the mission, vision, and values of CLWR.
- Strong organization skills

Working Conditions:

- Manual dexterity is required to use desktop or laptop computer.

KEY RESPONSIBILITIES:

Research

- **Identify Key Organizations:** Research organizations that provide support to refugee youth, such as the Refugee Education Council, World Vision Canada, and local community centers.
- **Government Programs:** Investigate federal and provincial government programs that support refugee youth, such as those offered by Immigration, Refugees and Citizenship Canada (IRCC) and provincial settlement services.
- **Educational Resources:** Investigate educational programs and initiatives aimed at refugee youth.
- **Community Services:** Explore community-based services and programs, such as mentorship, after-school programs, and mental health support.
- **Youth Programs:** Research youth-specific programs that focus on leadership, civic engagement, and employment readiness.
- **Health Services:** Investigate health services available to refugee youth, including mental health support, counseling, and access to medical care.
- **Local Initiatives:** Identify local initiatives and grassroots organizations that provide support to refugee youth in different provinces and cities across Canada.
- **Funding Opportunities:** Research funding opportunities and grants available for organizations and programs supporting refugee youth.
- **Success Stories:** Collect success stories and case studies of refugee youth who have benefited from these resources to highlight the impact of these programs.
- **Partnerships and Collaborations:** Investigate partnerships and collaborations between different organizations, government bodies, and community groups to support refugee youth.

Administrative

- Schedule appointments and coordinate meetings.
- Manage incoming calls, emails, and other correspondence.
- Create, edit, and proof documents, reports, presentations, and other materials.
- Maintain and organize files, records, and databases to ensure accurate and accessible information.
- Input and manage data, ensuring accuracy and confidentiality.
- Assist clients with inquiries and requests.
- Assist with various administrative tasks to support the BC Refugee Resettlement staff.
- Other duties as assigned by the Senior Policy Analyst.

Communications

- Build a strong rapport with stakeholders.
- Interact effectively with CLWR staff.
- Act promptly on requests for information

Other Duties

- At completion of the term, and in consultation with your CLWR supervisor, prepare a follow up report/summary for submission to the Canada Summer Jobs Program
- To provide Service Canada with feedback on the CSJ experience, complete a questionnaire

BACKGROUND - EMPLOYMENT PATHWAYS PROGRAM

The United Nations High Commissioner for Refugees (UNHCR) was given the task of developing a new global compact on refugees. The Global Compact on Refugees (GCR) is a framework for more predictable and equitable responsibility-sharing, recognizing that a sustainable solution to refugee situations cannot be achieved without international cooperation. It provides a blueprint for governments, international organizations, and other stakeholders to ensure that host communities get the support they need and that refugees can lead productive lives.

One of the four pillars of The Global Compact on Refugees is to enhance refugee self-reliance. Lutheran Churches are affiliated with several care homes across Canada. Staff recruitment and retention is a key concern for care homes across Canada. Data from Statistics Canada indicates that in the fourth quarter of 2021, there were more than 35,000 vacant jobs in long-term care, nursing and residential care homes across Canada. This was an increase of 10,000 since the first quarter of 2021 and is an unsustainable situation for the sector.

CLWR is piloting an Employment Pathways project for refugees who have relevant skills and eventually can work in these care homes. The Employment Pathways program would support and enhance the experience of refugees sponsored by CLWR.

Continued work on this summer project will help to determine the feasibility, development and potential implementation of an Employment Pathways program for refugees who have been sponsored by Refugee Resettlement and Private Sponsorship constituents/stakeholders of Canadian Lutheran World Relief (CLWR).

BACKGROUND – FORCED DISPLACEMENT

Forced displacement can have profound impacts on youth, affecting their mental health, education, and overall well-being. Building awareness about these issues is crucial for creating effective support systems. Refugee children and youth share, with their adult counterparts, many of the same exposures and impacts of the refugee and resettlement experiences. They also have specific needs which require a targeted approach in integration planning. Supports provided to refugee families will be critical to the integration of children and youth and need to be relevant and successful.

Mental Health and Well-being

- **Mental Health Risks:** Youth who experience forced displacement often face significant mental health challenges, including trauma, anxiety, and depression. Providing mental health support and creating safe spaces for expression are essential.

- **Resilience and Coping:** Despite these challenges, many displaced youths show remarkable resilience. Programs that focus on building coping skills and resilience can be highly beneficial.

Education

- **Access to Education:** Displaced youth often face barriers to education, such as lack of access to schools, language barriers, and disrupted schooling. Ensuring access to quality education is critical for their development and future opportunities.
- **Inclusive Education Systems:** Integrating displaced youth into national education systems can improve educational outcomes and foster social cohesion.

Community and Social Support

- **Community Integration:** Encouraging community integration and support can help displaced youth feel more connected and supported. Community programs that involve both displaced and local youth can promote understanding and solidarity.
- **Family and Peer Support:** Strong family and peer support networks are vital for the well-being of displaced youth. Programs that strengthen these networks can provide much-needed stability and support.

Policy and Advocacy

- **Data and Research:** There is a need for more data-driven research to understand the specific needs of displaced youth and to develop effective interventions. This includes collecting age-disaggregated data and conducting studies on the impacts of displacement.
- **Advocacy and Awareness Campaigns:** Raising awareness about the challenges faced by displaced youth through advocacy campaigns can mobilize support and resources. These campaigns can also help combat stigma and discrimination.