



Office Assistant – Summer Student
(10 weeks – 35 hours per/week)

Family Service Thames Valley is a not-for-profit multi-service agency serving the community through counselling, advocacy, financial and wellness education, community development and outreach services. Our services support a vision of a safe, inclusive and vibrant community where all people live in meaningful, supportive relationships, able to realize their potential as active participants.

We are seeking a highly motivated summer student to assist with our client and administration services. The Office Assistant will be part of the Support Services team helping with general office duties while contributing to a welcoming environment. This position will blend customer service with administration.

This is a 10-week, full-time (35 hrs/week) summer position with Family Service Thames Valley. In this role you will be reporting to the Office Administrator, this position will be responsible for:

- Greeting Clients; processing client information and payments
- Answering and directing phone calls on a multi-line phone system
- Providing general information about our various programs
- Data entry (client information, surveys, Passport program, etc.), Filing
- Working in a fast-paced environment

Skills and Abilities:

- A passion to help others
- Proficient MS office skills and ability to learn new software
- Professional and able to interact with a variety stakeholders, clients and community partners
- Ability to work mornings, afternoons, and evenings, including coverage of vacations
- Ability to read, speak and write in French an asset
- Ability to speak another language as an asset

This position is funded through Canada Summer Jobs (CSJ) program. To be eligible, applicants must:

- Be between 15 and 30 years of age at the start of employment
- Have a valid Social Insurance Number (SIN)
- Be a Canadian citizen, permanent resident, or a person granted refugee status in Canada

Compensation: \$18.10 per hour

Hours of Work: 35 hours per week, Monday to Friday

Anticipated Start Date: June 22, 2026

End Date: August 28, 2026

We thank all applicants for their interest, only those selected to proceed will be contacted.

Family Services Thames Valley is an equal opportunity employer and committed to administrative fairness and equitable employment practices, should you require accommodation in making an application please contact Charlotte Dunn at 519-433-0183 ext. 8103 or employment@familyservicethamesvalley.com

Please submit by email in confidence a cover letter and resume by 5 pm on May 25, 2026.

Family Service Thames Valley

employment@familyservicethamesvalley.com