

Summer Administrative Assistant
North Vancouver Chamber | Summer 2025
Full-Time | \$17.85 per hour | 35 hrs/week | May 5 – August 29

Are you looking to gain valuable experience while supporting your local business community? The **North Vancouver Chamber** is seeking a **full-time Administrative Assistant** for the **Summer 2025 season** (16 weeks). This is a great opportunity to work in a dynamic, community-focused environment that supports and connects local businesses.

We are a **not-for-profit, membership-based organization** dedicated to fostering a thriving business climate in North Vancouver. As part of our small, supportive team, you'll assist with administrative operations, events, and communications that help our members succeed.

Key Responsibilities

Administrative Support

- Respond to business inquiries in-person, by phone, and by email
- Provide community information and local business resources
- Assist with the coordination and delivery of Chamber events
- Maintain organized project records and filing systems
- Support the Chamber team with day-to-day office tasks

Communications & Marketing

- Prepare project-related correspondence
 - Assist with internal reports and data review
 - Conduct research, analyze and compile information for ongoing projects
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Candidate Requirements

- Strong **customer service, communication, attention to detail, and analytical skills**
- Demonstrated **business intuition** and the ability to work independently and collaboratively
- Proficiency in **Microsoft Word, Excel, PowerPoint, and Adobe Suite** (Experience with **Canva** is considered an asset)
- Comfortable working in a quiet office setting, both individually and with a team

Eligibility Requirements (as per government-funded program criteria):

- Must be **between 15 and 30 years of age** at the start of employment
 - Must be a **Canadian citizen, permanent resident**, or a person with **refugee protection** under the Immigration and Refugee Protection Act
 - Must have a **valid Social Insurance Number** and be legally entitled to work in Canada
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Job Details

- **Duration:** May 5 to August 29, 2025 (16 weeks)
 - **Schedule:** 35 hours/week, Monday to Friday (9:00 a.m. – 5:00 p.m.)
Flexibility is required for occasional events outside regular hours
 - **Location:** North Vancouver Chamber office
 - **Compensation:** \$17.85 per hour
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How to Apply

Please submit your **resume and cover letter** to hr@nvchamber.ca by **5:00 p.m. on April 23, 2025**.

Be sure to include your **availability** and **flexibility** for the employment period in your cover letter.

We are committed to creating an inclusive and adaptable work environment and welcome candidates from diverse backgrounds.