



Administrative Analyst - Canada Summer Jobs

Title: Administrative Analyst

Duration: 10 weeks, starting June 12, 2023

Hours: 35 hours a week

Pay rate: \$18 per hour

Closing date: Wednesday, May 31, 2023 at 4:00 pm. Interviews between June 2 and 8.

Work set-up: Hybrid (3 days in the office)

What the position will do:

This position reports to the Executive Director. The successful candidate will analyze the administrative tasks needed within the organization and develop options for doing said tasks more efficiently. This will also include developing job descriptions that the organization can use when offering work-integrated learning (WIL) opportunities.

What you will be responsible for:

- Develop a project plan with team: meet deadlines, create plan to get back on track.
- Interview staff and understand the administrative tasks they undertake.
- Explore software and program solutions that may support the organization in the completion of said tasks.
- Develop job descriptions and skills learning plans that staff can use when offering WIL opportunities to students.

What we are looking for from you:

- Candidates must be between 15 and 30 years of age and must be legally entitled to work in Canada to qualify for Canada Summer Jobs (citizen, permanent resident or refugee).
- Programs of interest: human resources, business administration

Communication skills (verbal and written)	Digital skills (Teams, Zoom, MS Office)
Collaboration (able to work with team and stakeholders)	Understanding of job descriptions and skills profiles
Analysis and problem solving skills (assess information, develop solutions)	Ability to work independently (work from home and move project forward)

Who we are: The Workforce Planning Board of Waterloo Wellington Dufferin (WPB) is the local labour market and workforce development specialist. The short version of what we do: We do research, analysis and work with local leaders to target solutions to workforce and workplace challenges. Sometimes, we lead those solutions in the community.

To apply: Send your application package to Charlene Hofbauer, Executive Director (she/her) by the closing date to: info@workforceplanningboard.com