

**Job Title: Administrative Assistant**

**Purpose:** The Administrative Assistant aids staff with office and administrative tasks.

**Key Responsibilities:**

- Assist staff with office and administrative tasks
- May including filing, data entry, shredding, etc.

**Minimum Time Commitment:** 1 hour/week

**Minimum Age Requirement:** 14 years old and in grade 9

**Reports To:**

- Receptionist
- Volunteer Coordinator

