



## **The Literacy Group Waterloo Region. Administrative Support (1 Position)**

The Literacy Group of Waterloo Region (TLG) is a non-profit adult education centre that supports adults with low levels of literacy by improving their literacy, numeracy, workplace, digital, and communication skills.

We are seeking an individual to provide essential administrative support to ensure the efficient operation of the organization. This role involves handling administrative tasks and supporting staff, volunteers, learners, and management. The ability to maintain organized systems and promote productivity and effective communication is essential.

The successful applicant will be required to work in the office four days per week and remotely one day per week. Some evening shifts will be required.

### **Location**

40 Ainslie St. N., Cambridge, ON

**Compensation** (This position is funded through a government program with a fixed hourly rate)

- \$17.60 per hour
- 35 hours per weeks

### **Responsibilities**

- Manage digital files using Google Workspace and Microsoft SharePoint
- Accurately relabel and delete outdated files
- Convert existing paper files into digital formats across both office locations
- Assist with instruction for learners in an administrative skills upgrading program
- Support fundraising activities
- Provide excellent customer service to program participants and volunteers (in person, by phone, and in writing)
- Manage organizational communications via email, phone, and social media
- Support volunteer recruitment and coordinate volunteer appreciation initiatives
- Conduct follow-up surveys with past learners to support program evaluation
- Complete general office tasks to support daily operations and programming
- Provide administrative support to program staff as needed

### **Qualifications**

- Completion of Grade 12 (or equivalent)
- Strong written, verbal, and digital communication skills in English
- Working knowledge of Google Workspace, Canva and Microsoft Office applications (preferred)



## **Eligibility**

This position is funded through the Canada Summer Jobs Program. To be eligible, applicants must:

- Be between 15 and 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident, or a person granted refugee protection under the \*Immigration and Refugee Protection Act\*
- Be legally entitled to work in Canada in accordance with applicable provincial or territorial legislation
- Have a valid Social Insurance Number at the start of employment

**Note: International students are not eligible under this program**

**Start Date:** June 15, 2026

**Duration:** 8 weeks

**Application Deadline:** May 15, 2026

## **How to Apply**

Please submit your **resume** and **cover letter** in a **Word or PDF** format to Chris Prosser, Executive Director. [chris@theliteracygroup.com](mailto:chris@theliteracygroup.com)

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

## **Equity & Accessibility Statement**

The Literacy Group Waterloo Region is an equal opportunity employer that values diversity in the workplace. We are committed to creating an inclusive, barrier-free recruitment and work environment and work in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). If you are contacted for an interview, please inform us in advance if you require accommodation, and we will work with you to meet your needs.