
POSITION: Administrative Support (Summer 2025)

REPORTING TO: CEO

PURPOSE:

Lupus Canada is a National voluntary organization dedicated to improving the lives of those living with lupus through advocacy, education, public awareness, support and research. We are looking for someone to join our organization for 9 weeks, 30 hours per week, to provide administrative support under the Canada Summer Jobs program, which helps to create quality summer work experiences for young people aged 15 to 30 years.

KEY RESPONSIBILITIES:

- Research and identify external stakeholders and opportunities aligned with Lupus Canada's mission.
- Data entry.
- Critical path preparation.
- Research, compile and effectively communicate outcomes.
- General administrative support.
- Other duties as assigned.

QUALIFICATIONS:

- Post Secondary Education.
- Self starter, independent worker.
- Exceptional verbal and written communication skills.
- Critical thinker.
- Proficient in Microsoft Office.
- Bilingual (preferred but not required).
- Excellent organization, problem solving and planning skills.
- Careful attention to detail and accuracy.
- Committed to upholding the organizations mission, values and policies.
- Positive, professional attitude.

WORK LOCATION: Remote Work. Access to computer and internet required.
Please note that applicants must reside in Canada.