

**POSITION:** Administrative Support (Summer 2026)

**REPORTING TO:** National Fund Development & Engagement Officer

**PURPOSE:**

Lupus Canada is a national voluntary organization dedicated to improving the lives of people living with lupus through advocacy, education, public awareness, support, and research. We are seeking a motivated individual to join our team for a 9-week summer placement, 30 hours per week, at \$19 per hour, under the **Canada Summer Jobs** program. This program provides quality work experiences for people aged 15 to 30.

**KEY RESPONSIBILITIES:**

- Transcribe video and webinar content.
- Audit the website and provide a written report.
- Perform data entry tasks.
- Conduct research, compile findings, and communicate outcomes effectively.
- Provide general administrative support.
- Undertake other duties as assigned.

**QUALIFICATIONS:**

- Currently enrolled in or graduated from a post-secondary program preferred.
- Self-starter and able to work independently.
- Exceptional verbal and written communication skills.
- Strong critical thinking and problem-solving abilities.
- Google Workspace experience.
- Proficient in Microsoft Office.
- Bilingualism is an asset (preferred but not required).
- Excellent organizational and planning skills.
- Careful attention to detail and accuracy.
- Committed to upholding the organization's mission, values, and policies.
- Positive and professional attitude.

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