



JOB POSTING

Meta's mission is to offer a wide spectrum of services and personalized supports to help people live inclusive, engaged and enriched lives in the community.

Meta is currently seeking applicants that possess the skills, knowledge and experience working with individuals who have a developmental disability.

SUMMER PROGRAM ADMINS

POSITION: Summer Program Administration Roles (4 positions)

(Temporary Assignment from June 22, 2026 to August 14, 2026)

RATE OF PAY: \$20.52/hour

DATE POSTED: April 28, 2026

APPLICATION DEADLINE: May 6, 2026 at 4:30pm



HOURS AND DAYS OF WORK

Monday to Friday from 8:45am to 4:00pm (7.25 hours/day)

QUALIFICATIONS

- Enrolled in a diploma or degree program in a related field
- These roles are primarily administration roles – Human Resources, Finance and General Admin.
- Applicants should have experience in office environment, filing, strong computer skills, organizational skills
- Roles include - Human Resources, Finance, Maintenance (ADMIN), and overall General Office Administration
- Valid G driver's license is an asset for the General Office Administration role – would require driving between 2 sites
- French language is an asset

Applicants must be students and meet the following criteria of HRDC.

- Must be between the ages of 18 and 30
- International students are not eligible participants
- Must be either a Canadian citizen or permanent resident and have a valid SIN

JOB DUTIES

- Working in office environment
- Duties would include but are not limited to filing, uploading into software, general accounting, organization of documents

CONTACT INFORMATION

Only resumes/applications forwarded to
careers@metacentre.ca or anijjar@metacentre.ca

will be accepted for this posting
(Reference #: SUMMERADMIN-04-28)

Meta Centre welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.