



MALTON WOMEN COUNCIL (MWC)
Empowered Women, Empowered Communities

Employment Opportunity-Administrative Assistant

About Malton Women Council

Founded in 2009, Malton Women Council (MWC) is a registered non-profit organization based in the Malton (Mississauga) Community of Peel Region, in Ontario. Our mandate is to mentor, motivate and mobilize women with the vision of 'empowered women, empowered communities'. We work to increase women's economic security and prosperity; to encourage women's leadership and democratic participation; and to end gender-based violence and discrimination (GBVD). Our clients are South Asian immigrant women from Peel and GTA who experience cultural, social, economical, legal, and systemic barriers to realize their full potential as members of the Canadian society. In the last 16+ years, we have provided opportunities, resources, and a strong platform for women to thrive and excel. Our board, leadership, staff, and volunteers represent the population we serve, which includes victims and survivors of GBV, newcomers and immigrants, individuals from low-income groups and/or with lived experience of mental health issues.

About the Position:

Funded under Canada Summer Jobs 2026, the position of Administrative Assistant will support the overall operations of the organization, by working closely with the Executive Team, Board of Directors, and Project Teams. This is a full-time (35 hours per week) contract-based position for a duration of 8 weeks, from May 04, 2026, to June 29, 2026. The position requires working in both in-person and virtual settings. Compensation for this position will be \$17.60/hour.

Job Responsibilities:

- Organize and schedule appointments.
- Plan meetings and take detailed minutes.
- Assist in the preparation of regularly scheduled reports.
- Update and maintain office policies and procedures.
- Use advanced MS Office skills for documentation, to create presentations and maintain data on excel sheets, assist with developing resources for programs, and assist with program data verification.
- Conduct research and reviews to support ongoing programs and services.
- Work closely with the Project Teams to support the delivery of project outcomes.
- Support online and in-person group programs, events, forums, and activities.
- Comply with organizational policies and procedures, at all given times.
- Attend all team meetings and mandatory staff trainings.
- Other duties, as assigned.



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Qualifications and Skills Required:

- Relevant education and/or experience related to the position.
- Passion to work in a community setting.
- Demonstrate proficiency with MS Office.
- Excellent written and verbal communication skills.
- Demonstrate strong inter-personal skills.
- Knowledge of South Asian language (Hindi, Punjabi, or Urdu)
- Proficiency in Microsoft Office: Basic proficiency in Microsoft Word, Excel, and Power Point for document creation, data analysis, and presentation development.

Mandatory Requirements:

Applicants must:

- Be between 15 and 30 years of age at the beginning of the employment period.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Have access to reliable internet and laptop/computer and safe and confidential space to work in hybrid setting.

Application Process and Deadline:

If you are interested in this position, please e-mail your resume and cover letter to info@mwcommunity, by 5pm (EST), on Monday, April 20, 2026. **No late applications will be accepted.**

We appreciate the interest of all the applicants, but only those under consideration will be contacted for an interview.