



DNSSAB IS HIRING!

Supporting Human Services in Our Community

The DNSSAB helps people put an affordable roof over their heads, makes sure ambulances take them to hospital when needed, assists in finding affordable childcare, and is there when a little support can make a world of difference during a difficult time.

BULLETIN NO.: D2025-29

SALARY: \$18.00 / hour

POSITION: Housing Programs Administrative Assistant
(Student)

LOCATION: North Bay, ON

DURATION: Full-Time Temporary (16 weeks)

Do you aspire to have a fulfilling position in the human services delivery environment and to make a difference in the lives of the people in our community? The District of Nipissing Social Services Administration Board (DNSSAB) prides itself on putting people first. Here at the DNSSAB, we strive towards a future of healthy, sustainable communities within our region. To achieve this, we are looking for a talented Housing Program Administrative Assistant Student to add to our exceptional Housing Services team for the summer through the Canada Summer Jobs (CSJ) Program.

The Housing Programs Student provides support to staff that manage and administer social and affordable housing, and homelessness programs and services. The position is responsible to assist designated frontline staff in administrative support functions by gathering accurate and detailed information from applicants for programs or services delivered by Housing Services. This position is required to provide optimal quality customer service through strong knowledge of programs and services, attention to detail, applicable legislation, policies and procedures, community resources and a variety of computer programs and software.

Qualifications:

- Current enrolment in post-secondary in the field of Business Administration, Office Administration or a related discipline;
- Previous experience in Housing and Homelessness services is considered an asset;
- Proficiency in the use of computers and associated applications with the ability to produce spread sheets, correspondence, reports and presentations using applications including Word, Excel, PowerPoint, and Outlook;
- Experience with Urban Planning / Geography
- Excellent verbal and written communication skills;
- Good interpersonal and customer service skills;
- Knowledge of general office procedures;
- Ability to manage daily workload, set priorities and meet required deadlines while managing with completing demands;
- Ability to work in a team environment;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- Respect of the confidentiality of privileged and sensitive personal information.

Contract Employees Enjoy:

- Wellness Activities
- Annual Staff Development Day
- Long-Service & Retirement Recognition
- A Psychologically Safe Workspace
- The Right to Disconnect
- Commitment to Diversity & Inclusion

Applications for the above position will be accepted by email at jobs@dnssab.ca up to 4:30pm, Friday, May 2nd, 2025.

DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.

****International students are not eligible participants. As the objective of the CSJ program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible.**