



## DNSSAB is Hiring!

### Supporting Human Services in Our District

**Bulletin No:** H2026-05

**Salary:** \$18.00 / hour

**Position:** NDHC Office Clerk (Student)

**Location:** North Bay, ON

**Duration:** Temporary Full-Time (up to 8 weeks)

Under the supervision of the Maintenance Services Supervisor, the NDHC Office Clerk Student supports staff involved in the management and administration of social housing. The role includes providing general administrative support such as data entry, file management, and gathering statistics, delivering quality customer service, and assisting Tenant and Maintenance Services with unit and yard inspections across the district as required.

#### Qualifications:

- Current enrolment in or graduation from a post-secondary diploma or degree in Business Administration, Social Services, or a related field
- Previous housing experience considered an asset
- Proficient in Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook, with the ability to produce correspondence, spreadsheets, reports, and presentations
- Strong verbal, written, interpersonal, and customer service skills
- Knowledge of general office procedures and the ability to manage workload, prioritize tasks, and meet deadlines
- Ability to work effectively in a team environment
- Reliable attendance and the ability to maintain confidentiality of sensitive and personal information

#### Contract Intern

#### Employees Enjoy:

- Employee Assistance Program
- The right to disconnect
- Wellness activities
- Psychologically safe workspace

To apply, combine your cover letter and resume into one (1) PDF and ensure both the PDF file name and email subject line are formatted exactly as;

- **N4D2-H2026-05-NDHC Office Clerk-Full Name**

Replacing "Your Name" with your own name. Submit your application by 4:30 p.m. on May 14, 2026, by emailing it to [dnssabresumes@dnssab.ca](mailto:dnssabresumes@dnssab.ca) in accordance with the instructions above. Applications that do not follow these instructions may not be considered.

\*To be eligible, participants must be between 15 and 30 years of age at the start of the funded position, be a Canadian citizen, permanent resident, or have been granted refugee status, and possess a valid Social Insurance Number (SIN). International students and individuals in Canada on a work, youth, or visitor visa or permit are not eligible for this program.

DNSSAB is an equal opportunity employer. In accordance with its 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; only applicants selected for an interview will be contacted. DNSSAB does not use artificial intelligence or automated decision-making tools at any stage of the recruitment.