

Student Placement Opportunity: Administrative Assistant (Unpaid)

Position Title: Administrative Assistant Student Placement

Organization: Centre for Grief and Healing (CFGH), Bereaved Families of Ontario - Halton/Peel

Location: Hybrid (primarily virtual; occasional in-person in Mississauga/GTA)

Hours: Minimum 15 hrs/week (some evening availability may be required; flexibility based on program requirements)

About Us

The Centre for Grief and Healing (CFGH) supports individuals and families navigating grief after the loss of a loved one. Through peer support groups, workshops, and educational programming, CFGH provides compassionate spaces for connection, healing, and community.

Position Overview

We are seeking a motivated **Administrative Assistant Placement Student** to support our client services and administrative operations. This placement provides hands-on experience in nonprofit administration, client communication, intake coordination, and occasional peer support duties while contributing to meaningful community work.

Responsibilities

- Respond to general email/phone inquiries and assist with program information
 - Support with participant registration for workshops and grief support groups
 - Prepare and send confirmations and program materials
 - Assist with scheduling, calendar management, and basic data entry
 - Support workshop/event preparation, including social media posts
 - Provide general administrative support to the Client Services Coordinator
 - Support with group facilitation and 1:1 sessions
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Eligibility & Qualifications

Required:

- Enrolled in a post-secondary program requiring a placement (e.g., Social Service Worker, Nonprofit Management, Office Administration, Psychology, or related field)
- Strong organizational and communication skills
- Ability to work independently and manage time effectively
- Comfort communicating with individuals experiencing grief
- Basic proficiency with email and Google Workspace
- Willingness to complete a Vulnerable Sector Check (VSC) if required

Preferred:

- Experience with Canva or other basic design/communications tools
- Interest in nonprofit work, community services, grief support, or mental health

Additional Requirements:

- Access to a computer and reliable internet for virtual work
 - Occasional in-person attendance at our office in Mississauga, ON
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Availability Expectations

- Minimum of **15 hours per week** (hours will depend on placement requirements)
- Some **evening availability (typically between 6:00–8:30 PM)** may be required to support virtual grief groups or workshops
- Daytime administrative hours are flexible and scheduled collaboratively with the supervisor (may include evenings until 6:30 PM)

Learning Opportunities

- Gain practical administrative and organizational experience in a nonprofit setting
 - Learn client-centered communication and compassionate service delivery
 - Support virtual programming and online event coordination
 - Exposure to nonprofit operations, program coordination, and community outreach
 - Build professional communication, documentation, and data management skills
 - Understand grief-informed approaches in community services
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Equity, Diversity & Accessibility

CFGH is committed to fostering a welcoming and inclusive environment that reflects the diversity of our community. We encourage applications from students of all backgrounds, including those from equity-deserving communities.

We recognize that grief is experienced across cultures, identities, and lived experiences, and we value students who bring diverse perspectives to this work.

Accommodations are available throughout the placement and application process. If you require accommodations, please let us know and we will work with you to support your participation.

How to Apply

Please submit a **resume** and **short cover letter** outlining your interest to:
peersupport@bereavedfamilies.ca

Subject line: *Student Placement – Administrative Assistant*

Shortlisted candidates will be invited for a brief virtual interview.