NORTHERN YOUTH SERVICES INC. / SERVICES A LA JEUNESSE DU NORD

EMPLOYMENT OPPORTUNITY

PROGRAM ADMINISTRATIVE ASSISTANT
COMPETITION #2026-16
(1 POSITION)

Northern Youth Services Inc. envisions a future where all youth have the skills and opportunities they need to respond positively in any situation.

For the youth we serve – those currently, or at risk of being in conflict with the law.
Our vision is to have youth succeed and contribute positively to society.
Our mission is to deliver highest level services by providing youth with the tools to succeed.
We value a youth-centred, strength-based approach that recognizes diversity and accountability.

Nipissing District Youth Centre (division of Northern Youth Services Inc.)
is responsible for the delivery of Youth Justice Detention/Custody Programs in a secure setting

LOCATION OF POSITION: Nipissing District Youth Centre, North Bay, ON

ANNUAL SALARY: $50,000 - $60,000

SCHEDULE: Permanent Full-Time, 40 hours per week
(Monday - Friday, 9-5)

MINIMUM QUALIFICATIONS:

- Has relevant skills and experiences directly relevant to the job specification
- Must provide a clear Police Broad Records Check (Criminal Reference Check)
- Valid Ontario Driver's Licence (Class G) with a safe driving record
- Strong oral/written communication skills, problem-solving and organizational skills
- Computer competency (Microsoft Office)
- French language is an asset

OVERVIEW OF RESPONSIBILITIES/DUTIES:

- Reports directly and is accountable to the Executive Director/designate
- Direct calls and respond to inquiries
- Develop, manage and maintain comprehensive payroll records, schedules, time and attendance (ADP)
- Data entry and preparation of reports
- Information technology oversight
- Website maintenance
- Attend meetings, listen actively, and capture key discussions, decisions, and action points
- Ensure minutes are distributed promptly and accurately.
- Maintain organized records and ensure confidentiality.
- Follow up on action items and deadlines.
- Assist with special projects

BENEFITS: Dental care, Vision Care, Disability Insurance, Extended Health Care, Life Insurance, Paid Time Off, RRSP Match

Posting available in French upon request
To learn more about Northern Youth Services Inc. please visit our website at https://www.northernyouthservices.ca/

All resume information is received in confidence.
While we appreciate all applications received, we can only contact directly those candidates selected for an interview.

APPLY by November 19, 2026, 4 PM
by submitting a cover letter and resume via e-mail to
hiring@noryouth.ca