



EMPLOYMENT OPPORTUNITY

PROGRAM ADMINISTRATIVE ASSISTANT

COMPETITION #2026-05

(1 POSITION - NEW)

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.

Northern Youth Services Inc. is responsible for the delivery of Youth Justice
Detention/Custody Programs and Community-based Programs.

LOCATION OF POSITION: North Bay, ON

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

ANNUAL SALARY: \$49,000 - \$61,000

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/>

APPLY by January 30, 2026, 4 PM
by submitting a cover letter and resume via e-mail to
hiring@noryouth.ca