



P.O. Box 2034 Kahnawake, Qc. J0L1B0  
(450) 633-0276

[Kateri.foundation@kmhc.ca](mailto:Kateri.foundation@kmhc.ca)  
[www.kateri-foundation.org](http://www.kateri-foundation.org)

**Job Title:** Administrative Assistant / Office Support (Summer Student)

**Organization:** Kateri Memorial Foundation

**Job Description:**

The Kateri Memorial Foundation is seeking a reliable and organized summer student to provide administrative and office support. The successful candidate will assist with reception duties, including greeting clients and accepting donations. Responsibilities include creating and maintaining filing systems (both paper and electronic), organizing office materials, making copies, scanning and digitizing files, and supporting general office operations.

The student will also assist with preparing materials for board meetings and will support the planning and coordination of fundraising events, including ticket sales for events such as Tsotso's Memorial Duck Race. This position is ideal for a student who is friendly, detail-oriented, and eager to gain hands-on office experience.

**Application Information:**

Please submit your application by **May 8, 2026**.

Contact:

Skye Thomas

Executive Director, Kateri Memorial Foundation

Email: [skye.thomas@katerifoundation.ca](mailto:skye.thomas@katerifoundation.ca)

Phone: (450) 633-0276