



MPC Foundation is a grassroots organization dedicated to empowering seniors and older adults by creating vibrant, community-based social hubs. We celebrate aging and work to reduce social isolation through innovative programs, meaningful connections, and strong community partnerships.

Learn more at [www.mpcfdn.ca](http://www.mpcfdn.ca)

## + Administrative & Education Assistants – Summer Student Position

**Organization:** MPC Foundation

**Location:** Calgary, AB

**Employment Period:** May – August 2026

**Wage:** \$16/hour

**Hours:** Full-time (35–40 hours/week)

**Positions Available:** 4

## + Position Summary

We are seeking enthusiastic, organized, and compassionate summer students to join our team. As a Summer Student Assistant, you will play a key role in supporting our programs and creating meaningful summer experiences for the seniors we serve. Depending on your skills and interests, you may be placed in an **Administrative Assistant** or **Education Assistant** role.

## + Qualifications

- Currently enrolled in post-secondary studies and returning to school in the fall (eligible for summer student employment)
- Valid Class 5 driver's license (required)
- Strong organizational and time-management skills
- Comfortable with technology, including Zoom, Microsoft Office, and databases
- Excellent communication and interpersonal skills
- Passion for working with seniors and supporting community-based initiatives
- Ability to work both independently and as part of a team

## + Assets

- Experience with event coordination or senior-serving organizations
- Proficiency in additional languages (e.g., Cantonese, Mandarin, Urdu, Punjabi) is an asset but not required

## + How to Apply

Please send your resume and a brief cover letter to [employment@mpcfdn.ca](mailto:employment@mpcfdn.ca) with the subject line: *Summer Student Application*