



Role: Project Administrator Officer (Canada Summer Jobs Intern)

Preferred Location: Anywhere in Canada

Position Type: Internship (Full-Time, Term Position via Canada Summer Jobs)

Canada Summer Jobs #5059491

Duration: 12-week contract, with potential to extend up to 24 weeks depending on performance and project needs

To apply to a Canada Summer Jobs opportunity, applicants must be between 15 and 30 years of age and legally entitled to work in Canada (which means you must have a valid social insurance number).

Application Deadline: Wednesday, May 14, 2025

Applicants are encouraged to apply earlier and up until the deadline. We thank all applicants in advance for their application, but be advised that only applicants selected for an interview will be contacted.

About QUEST Canada

[QUEST Canada](#) is a national charity that supports communities in Canada on their pathway to net-zero. Since 2007, we've been facilitating connections, empowering community champions and enabling decision-makers to implement efficient and integrated energy systems that best meet community needs and maximize local opportunities. We develop tools and resources, convene stakeholders and rights holders and advise decision-makers — all with the goal of encouraging and assisting communities in their contribution to Canada's net-zero goals.

QUEST Canada is a remote-first organization with staff across Canada. We encourage and support a flexible work environment.

Functions and Responsibilities

Project Administrator Officer is expected to undertake the following functions and responsibilities, as well as other functions and responsibilities as requested by their Supervisor:

- Assist project managers with QUEST Canada initiatives, including:
 - Creating Smart Energy Community Benchmarks
 - Supporting QUEST Canada Delivery Partners
 - organizing and supporting assigned project teams, committees, and other bodies
 - maintaining communication channels (webpage, LinkedIn, Twitter, distribution lists, etc.) internally and externally, drafting agendas, sending meeting notices, recruiting participants, taking minutes and managing records.
- Carry out assigned tasks including research, business cases, reports, presentations, workshop and/or service delivery, writing, review and editing of associated documents, and other activities as required.



- Participate in relevant training and career development opportunities
- Support QUEST Canada project partners
- Use QUEST's Project Management Tool, advance project and advisory service work plans, track progress towards project target milestones and deliverables, and ensure all internal and external reporting requirements are met on time

Compensation & Benefits

- Contract (12-week), full-time position
- Competitive pay (\$23/hour)
- Flexible and remote working arrangements

Employment Equity

QUEST Canada is an equal opportunity employer which has been operating since 2007. We welcome diversity and inclusion in the workplace and encourage applications from qualified individuals in equity deserving and traditionally marginalized groups such as racialized people, Indigenous people, LGBTQIA2S+ people, and persons with disabilities to apply. We encourage applicants to self-identify if they are a member of an equity-deserving group through our application link below.

QUEST Canada is committed to and working toward developing inclusive, barrier-free selection processes and work environments. If you are contacted to be considered for a job opportunity, advise the QUEST Canada representative of accommodation measures that should be taken to enable you to be assessed in a fair and equitable manner. Information relating to these measures will be addressed confidentially.

To Apply

To apply for this position, please submit a cover letter, résumé and an indication of start date availability via this [link](#). The ideal start date for the successful candidate is June 2025.

The deadline for application is **May 14, 2025 at 11:59 pm ET**. Applicants are encouraged to apply earlier and up until the deadline. We thank all applicants in advance for their application, but be advised that only applicants selected for an interview will be contacted.