



Role: Project Administration Officer (Canada Summer Jobs Intern)

Preferred Location: Anywhere in Canada

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

Canada Summer Jobs #5423497 & #5356575

Duration: 12-week contract, with potential to extend

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).

Reports to: Manager, Community Energy & Projects

Application Deadline: Sunday, May 17, 2026 at 11:59pm 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.

About QUEST Canada

[QUEST Canada](#) is a registered Canadian charity that equips and empowers communities to lead and benefit from the energy transition. Since 2007, we have worked alongside communities across Canada, evolving our support to strengthen local capacity, reduce delivery risk, and enable coordinated project advancement—helping communities move from plans to implementation. Through practical frameworks, structured pathways, and partner coordination, we help ensure projects reflect local priorities, align with funding and expertise, and advance with clarity and accountability—resulting in solutions that are locally beneficial, fit to place, and trusted by people.

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

Overview

QUEST Canada is seeking two (2) motivated and detail-oriented Project Administrator Officers to join our team through the Canada Summer Jobs program. These full-time, 8-week internship opportunities offer a unique chance to gain hands-on experience supporting community energy and sustainability initiatives across Canada.

Working in a remote-first environment, successful candidates will collaborate with project managers and partners to advance research, coordination, and implementation efforts related to the energy transition. This role is ideal for individuals interested in project administration, community engagement, and climate-focused work, and provides valuable exposure to national-scale initiatives that help communities move from planning to action.



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:
 - Creation of Net-Zero Community Energy Benchmarks
 - Research of energy transition themes that impact local communities
 - Organizing and supporting assigned project teams, committees, working groups 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

Qualifications

- Currently pursuing or recently completed a degree in Business Administration, Environmental Science, Engineering, Economics, or a related field.
- Strong written and verbal communication skills.
- Detail-oriented with excellent organizational skills.
- Comfortable using Microsoft Office, Google Workspace, and online collaboration tools.
- Interest in data collection and synthesis, research, administration, and community engagement.
- Ability to work independently and manage multiple tasks.

Note: Previous internship experience in sustainability, community engagement, project management, and event planning will be an advantage



Compensation & Benefits

- Contract (8-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 May 2026.

The deadline for application is **May 17, 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.