

**Position Title: Housing Administrative / Information  
Technology Assistant – Summer Student (May 25, 2026 to  
August 28, 2026)**

**Job Posting Number: 09-2026**

**Posting Date: March 12, 2026**

**Posting Closing Date: March 25, 2026**

**Number of Vacancies: 1 (subject to funding approval)**

### **Organizational Overview**

Peterborough Housing Corporation (PHC) is the largest single provider of community housing in the City and County of Peterborough. We provide rent-geared-to-income and affordable housing for seniors, single adults, and families, providing homes to over 4000 residents in our community. Our portfolio is a mix of high-rise apartments, townhomes, walk-up apartments, semi-detached homes, and quad-plexes. PHC employs approximately 42 committed and compassionate employees who provide support to the tenants.

### **Position Summary**

Reporting to the Director of People and Culture, the Housing Administrative / Information Technology Assistant will provide administrative support including document management and enhancement of key Human Resources systems. Support will also be provided to the Director of Finance and Budget Services.

### **Main Responsibilities**

- Provides administrative support to the People and Culture department to update Human Resources documents including job descriptions, performance review forms and job competition documents.
- Converting paper Human Resources files to electronic documents.
- Assist the Finance and Budget Services department by processing rent payments and receivables; data entry for resident services, building services, and tenant support services; filing and record keeping; and reception coverage.
- Assist in compiling and preparing various Human Resources and Finance reports.
- Participate in additional programs and tasks related to the work of Peterborough Housing Corporation.

## Required Qualifications

- Some Post-Secondary (College or University) education in an area of study related to the position.
- Proficient in the use of the Microsoft Office programs and are willing to learn new software.
- Excellent verbal and written communication skills and enjoy working with the public.
- Able to provide excellent customer service and respect confidentiality.
- Ability to work both independently and in a team environment.
- Willingness to work with diverse populations, an understanding and interest in poverty issues, and a commitment to social justice.
- Ability to work independently and within a team.
- Ability to work efficiently on assigned tasks independently.
- Ability to collaborate as a team member.
- Possess a valid driver's license and access to a reliable vehicle.
- Satisfactory Police Record Check.

**This position is subject to grant funding approval through Canada Summer Jobs with the following requirements:**

- You must be between 15 and 30 years of age (inclusive) at the start of employment
- You must be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act\*
- You must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations
- International students are not eligible participants

## Application Information

<b>Classification:</b>	Non-Union	<b>Competition Number:</b>	09-2026
<b>Salary:</b>	\$18.10 per hour		
<b>Employment Status:</b>	Temporary Full-time - 35 hours per week Monday to Friday 8:30 am to 4:30 pm		
<b>Location:</b>	PHC Administration Office, 526 McDonnell Street, Peterborough		

Qualified applicants are invited to submit one file containing a résumé and cover letter quoting file number **09-2026** on the file as well as in the subject line, no later than **4:00 p.m.** on **Wednesday, March 25, 2026**, to [Human Resources](#).

In accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, Peterborough Housing Corporation will work collaboratively and respectfully with you in all stages of the recruitment process and throughout your employment. If you require accommodation at any stage of the hiring process, please advise Human Resources.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment. We thank you for your application but advise that only those selected for an interview will be contacted.