



Job Title: Administration and Bookkeeping Assistant Intern

Organization: Expertise Hub Cooperative (EHC)

Location: Hybrid – remote with optional in-person meetings in St. John's, NL

Type: Internship (Part-time)

Duration: 12 weeks (24 hours per week)

Compensation: \$25.43 per hour

Of Positions: 1

Start Date: September 1st, 2025

Employer Information:

Expertise Hub Cooperative (EHC) is a federally incorporated cooperative led by immigrant professionals. Our mission is to create pathways for meaningful work, economic inclusion, and equitable workforce participation. We offer bridge programs, training workshops, and consulting services to support immigrants and underrepresented groups. As a member-driven social enterprise, we are committed to fostering co-creation, mutual aid, and inclusive governance.

Position Title and Project Information:

We are looking to recruit an administration and bookkeeping assistant to support the day-to-day financial and administrative operations of EHC.

Description of the Task:

The successful applicant will:

- Learn about the cooperative's financial structure and non-profit governance.
- Assist with bookkeeping tasks, including expense tracking, invoice processing, and reconciliations.
- Support the preparation of financial reports, payment logs, and tracking spreadsheets.
- Perform data entry, filing, and other admin-related tasks.
- Assist with scheduling, membership administration, and internal communications.
- Participate in identifying improvements to administrative systems and procedures.

Qualifications and Job Requirements:



- Background in business administration, accounting, or non-profit management.
- Familiarity with QuickBooks or similar bookkeeping tools.
- Strong organizational and time-management skills.
- Attention to detail and ability to work independently.
- Interest in cooperative values and social enterprises is an asset.

How to Apply

Interested candidates are invited to submit a resume and a short statement of interest (1–2 paragraphs) by 11:59 p.m. on Wednesday, August 20, 2025. All application materials should be submitted through the [link](#) provided below.