

We're hiring!



SUMMER STUDENT - ADMINISTRATION SERVICES

April to September, 2026

About Us

At DCC, we're more than a community facility – we're a hub of energy, inclusion, and opportunity. We support wellness, youth development, and recreational access for all, and behind every program is a strong team providing administrative, technical, and operational support.

The Opportunity

We're looking for a student who is eager to learn and contribute while building professional skills in HR, IT, Finance, or general business administration. This role provides meaningful exposure to day-to-day organizational operations and an opportunity to develop transferable skills in a collaborative environment.

Eligibility

This position is funded through federal and provincial grants for people aged 15-29.

Join our team for
practical, hands-on
work experience!

What you'll do

- Support the administration team in your area of study and/or with general administration duties
- Complete special projects as assigned

What you bring

- An educational background in business administration, HR, IT, or Finance
- Strong initiative and ability to make decisions according to rules, regulations, laws, and policies
- Strong knowledge of Microsoft 365
- Able to work in an office setting with prolonged sitting



Send your resume and cover letter to:
hr@dakotacc.com
Deadline date: March 13, 2026

DCC welcomes applications from everyone.
Accommodations are available upon request during the assessment and selection process.

VISIT US AT
DAKOTACC.COM