



Inspiration. Empowerment. Action.

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**Registered Charity: No.  
869254425 RR0001**

## **Canada Summer Jobs Administrative Assistant**

Roots Community Services Inc. (RootsCS) is a charitable, multi-service organization serving primarily the Region of Peel's Caribbean and Black communities. We are committed to strengthening and enhancing the quality of life of families and individuals by providing culturally sensitive programs, support, resources, education and training.

**Hours of work:** 20 hours a week

**Job term:** 17 weeks from June 21 to October 15, 2021

**Rate of pay:** \$15.50 per hour

**Reports to:** Manager, Programs & Volunteers

### **Job Summary**

The Administrative Assistant provides necessary administrative supports to the Manager, Programs & Volunteer Services and other staff members as required. The Administrative Assistant helps to ensure effective administrative operations of RootsCS, consistent with the policies and procedures.

### **General Responsibilities**

- Provide virtual administrative support to the Manager, Programs & Volunteer Services
- Develop a volunteer services database management system
- Assist with the registration of summer campers
- Keep parents of summer campers up to date with ongoing activities
- Attend and actively participate in all relevant meetings
- Develop correspondence, reports and other documents as requested
- File and maintain confidential records. (if applicable)
- Coordinate maintenance of office equipment
- Assist staff with any administration matters
- Distribute mail, prepare outgoing mail and make shipping/courier arrangements (if applicable)
- General clerical duties including photocopying, scanning, emailing, filing, faxing and mailing when necessary
- Other duties as assigned by management

## **Qualifications**

- Enthusiastic, empathetic, professional with a positive attitude
- Proficiency in MS Office applications, including Word, Excel and PowerPoint
- Excellent organizational and time management skills
- Ability to work independently and as part of a team
- Outstanding communication skills, with a focus on written, oral and listening
- An understanding of the non-profit sector
- Computer proficient
- Understand the need for confidentiality and have a strong work ethic
- Provide a recent and valid Vulnerable Sector Check (where possible)
- References from three individuals

## **Canada Summer Jobs Eligibility Criteria**

Applicants must:

- Be between 15 and 30 years of age at the start of the employment
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

## **To Apply**

Applicants must:

- Submit resume and cover letter to: [programs@rootscs.org](mailto:programs@rootscs.org)
- Please include the Position in the subject line of your email
- Deadline for submission of application is Friday, June 11, 2021

We thank all applicants for their interest in Roots Community Services; however only applicants selected for an interview will be contacted.