



Inspiration. Empowerment. Action.

Tel: 905.455.6789  
Fax: 905.455.6162  
office@rootscs.org  
www.rootscs.org  
**Registered Charity: No.  
869254425 RR0001**

## **Canada Summer Jobs Administrative Assistant -On-Site**

Roots Community Services Inc. (RootsCS) is a charitable, multi-service organization serving primarily the Region of Peel and Halton's Black, African and Caribbean communities. Through our programs and services, we create pathways to wellness that help empower and inspire clients to build on their strengths and find solutions to overcome the challenges they face.

**Hours of work:** 35 hours a week  
**Job term:** 9 weeks from June 24 to August 23, 2024  
**Rate of pay:** \$17.50 per hour  
**Reports to:** Program Coordinator, Children's Program  
**Number of positions:** 1  
**Application Closing date:** June 2, 2024

### **Job Summary**

The Administrative Assistant provides necessary administrative support to the Social Well-Being and Community Development team 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 in-person administrative support to the Social Well-Being and Community Development team.
- Assist with the registration of summer campers.
- Keep parents of summer campers up to date with ongoing activities via email and newsletters.
- Coordinating and booking of in-person field trips and events.
- Attend and actively participate in all relevant meetings.
- Develop correspondence, reports and other documents as requested.
- File and maintain confidential records into the electronic case management system.
- Assist staff with any administration matters.
- Responsible for mail distribution, preparing outgoing mail and making 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

- Post Secondary Education.
- Enthusiastic, empathetic, professional with a positive attitude.
- Knowledge of working within a cultural, anti-racism, anti-oppression framework.
- Proficiency in Google Suite & 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, including written, oral and listening.
- An understanding of the non-profit sector.
- Computer proficient.
- Understand the need for confidentiality and have a strong work ethic.
- Knowledge and ability to research community services networks in Peel and Halton region.
- 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.

Please forward your application with a cover letter by email to [camp@rootscs.org](mailto:camp@rootscs.org), with the subject line **Administrative Assistant**. Please note that we will be reviewing applications as they are submitted.

We thank all who apply for this position; however, only those candidates selected for an interview will be contacted.