

JOB POSTING

APPLY BY JUNE 16, 2017



Summer Student – Program Assistant, Operations

Time Commitment: 30 hours a week, for 7 weeks
Compensation: \$11.40/hr
Start Date: July 4, 2017

Funding for this position is provided through the Canada Summer Jobs (CSJ) program. As such, this opening is restricted to those who have been registered as a full-time student in the previous academic year and who intend to return to school on a full-time basis in the next academic year. Please submit your cover letter and resume **only** if you qualify as a summer student.

ABOUT TRIEC

The Toronto Region Immigrant Employment Council (TRIEC) is a leadership council that creates and champions solutions to better integrate skilled immigrants into the Greater Toronto Region labour market. Council members include employers and stakeholders (such as professional and industry associations), regulatory bodies, educators, community groups, and government and immigrant associations. TRIEC helps employers recruit immigrants and develop inclusive workplaces, helps immigrants build professional networks, and raises the public's awareness. TRIEC programs include The Mentoring Partnership (TMP), Professional Immigrant Networks (PINs), TRIEC Campus, and the CanPrep program, delivered in partnership with JVS Toronto.

ROLE SUMMARY

The Operations Program Assistant will work closely with the Director of Operations to learn about nonprofit operations, including financial activities, fundraising tasks, and general administration.

TASKS & RESPONSIBILITIES

- Providing general support to TRIEC programs e.g. immigrant employment strategies, stakeholder relations, the Mentoring Partnership, employer engagement, etc.
- Using Imagine Canada's Grant Connect database to research prospective funders for TRIEC.
- Assisting with a variety of administrative tasks including office administration, records management, relief reception, and supporting meetings and events as required.
- Supporting the processing of a variety of financial transactions, forms and reports.

QUALIFICATIONS

The successful candidate will:

- Be a full time student at a post-secondary, vocational or technical institution.
- Be between 15-30 years of age.
- Be a Canadian citizen, permanent resident or have official refugee protection status under the Immigration and Refugee Protection Act and be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.
- Have excellent English language skills. Specifically, the CSJ student must be able to write and edit detailed, complex documents.
- Have advanced knowledge of Microsoft Word and Excel.

- Be technically savvy and able to quickly learn to use software programs such as a contact management system (Salesforce) and data visualization tools.
- Must show aptitude and desire to learn new skills on the job.
- The ability to multitask and prioritize work assigned.
- Have excellent research, analytical, and problem solving skills.
- Demonstrated organizational and time management skills.
- Be able to work well in teams and independently.

FIELD OF STUDY

We welcome a broad range of academic backgrounds, but the most relevant would include:

- Fundraising
- Nonprofit Management; and
- Financial Management
- Administration

APPLICATIONS

Qualified applicants are invited to submit an electronic resume and cover letter in MSWord or PDF format. Please ensure your cover letter and resume are in a single file with your name in the file name. Please use “Summer Student Program Assistant - Operations – your name” as the subject line of your email.

DEADLINE

Please submit your application by Friday, June 16, 2017 by 5pm by email to: jkallidina@triec.ca

Only those candidates invited for an interview will be contacted.

TRIEC is an equal opportunity employer and is committed to developing inclusive, barrier-free selection processes and work environments. We will strive to find the best person for the position, but priority will be given to those applicants who are themselves immigrants.

If contacted in relation to an employment opportunity, please advise TRIEC of the accommodation measures, if required, which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

For more information on TRIEC, please visit www.triec.ca.