

Summer Camp 2023 – Job Advertisement

Administrative Assistant

Location: Pickering Islamic Centre

Position Type: Full-Time (35 hours/week) x 8 weeks

Anticipated Start Date: June 26, 2023

Job Summary:

Administrative assistants will assist to set up and maintain manual and computerized filing systems, maintain inventory, answer in-person and electronic inquiries, as well as determine and establish policies and procedures. Additionally, they may be required to act as receptionists, in that they will greet guests to the Centre and direct them appropriately. Administrative staff will also collaborate with other departments / committees as required.

Tasks and Responsibilities:

- Assist in camp registrations, weekly planning, field trips, and other activities.
- Assist in coordinating with the logistics and operations of the camp.
- Assist with data entry and record keeping of all revenue and expenses.
- Assist with communicating with the parents, staff, and other departments regarding any important updates.
- Assist with volunteer coordination.

Qualifications:

- Must be a Youth (Ages 15-30)
- Must be a Canadian Citizen or a Permanent Resident
- Must be legally entitled to work in Canada.
- At least 1-Year experience working in an office environment, under the supervision of a department or operational manager.
- A Student or Recent Graduate from a Canadian High School, College, or University – Preferred
- A tech-savvy person who is familiar with the online tools (emails, chrome, online meeting, etc.)
- Fluency and effective communication skills, verbal and written.
- Strong organization and time management skills
- Holding a G2/G and access to personal vehicle will be an asset.

Pay:

- \$17.00/Hour, plus any applicable payroll deductions (Taxes, EI, CPP, Vacation Pay, etc.)
- Pay Cycle - monthly.

To Apply:

- Send your resume to summercamp@masjid.ca
- Deadline to Apply is Friday, May 26, 2023.

Acknowledgement: This job is partially funded by the Government of Canada under the Canada Summer Jobs Program

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