

Administrative & Community Outreach Assistant 2022 CANADA SUMMER JOBS (CSJ) PROGRAM



This position will be providing valuable administrative and community outreach support to a charitable organization's mission to improve the management of lymphedema and related disorders in Canada.

32 hours per week, full-time contract position for 16 weeks beginning May 2, 2022. Rate: \$20.00 per hour.

This position is funded by the Government of Canada's **Canada Summer Jobs** (CSJ) program. The successful candidate must meet all Canada Summer Jobs eligibility criteria:

- ✓ Be between 15-30 years of age.
- ✓ Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred.
- ✓ Have a valid Canadian Social Insurance Number and be legally entitled to work in Canada.

In addition, the successful candidate will reside within the GTA (Toronto), but work is expected to be 90% remote from home. Applicants, please note qualifications and skills section, page 2 of this job description.

Opportunity for skills and experience: Mentoring plan tailored within first week between student and the CLF General Manager, who has 35 years of management and mentoring experience in the corporate and non-profit sector. Frequent coaching sessions - measuring performance against goals.

Areas of study this job relates to: General Office Administration, Non-profit Administration, Journalism and Publishing, Marketing, Communications, Event Planning, Health Care. This job will provide mentoring and skills-enhancing work experience in promoting community outreach programs that support lymphedema education and organizing events and publications to support those efforts. Anticipated project work includes:

1. MAGAZINE PUBLISHING SUPPORT

Assist the CLF's Editor of *Pathways* Magazine, the quarterly magazine that is the official publication of the Canadian Lymphedema Framework.

- a. Coordinate editorial and advertising copy submissions with authors and advertisers.
- b. Collate Editorial Board feedback and prepare agenda for teleconferences.
- c. Assist Editor with copy editing, stock photo selections and layout flow.
- d. Liaise with circulation partners for their bulk subscription orders.
- e. Maintain subscription renewals, mailing lists and archival records.
- f. Miscellaneous administrative tasks in support of print and digital subscriptions management.

2. MARKETING AND SPECIAL PROJECTS SUPPORT

Assists the General Manager with task assignments and project work such as:

- a. Provide support for communication and social media strategy development and implementation.
- b. Provide support for website update and archiving project.
- c. Provide support for client relationship management project.
- d. Research and propose ways to promote lymphedema education and facilitate awareness.
- e. Help with design and creation of educational materials and events.

3. GENERAL ADMINISTRATIVE SUPPORT

Under supervision of the General Manager, performs assignments of routine office admin support, including filing, preparation for meetings, taking minutes, preparation for annual audit, inventory counts.

4. GRANT AND FUNDING RESEARCH

Under mentorship, research funding opportunities for new education projects with granting organizations and potential donors.

Administrative & Community Outreach Assistant

QUALIFICATIONS AND SKILLS



Languages

Fluent written and spoken English. French fluency is an asset.

Education

Prefer Minimum bachelor's degree or college diploma OR an acceptable combination of related work experience and post-secondary education.

Experience

Experience in a similar role is an asset.

Operating Systems and Software Applications

- Applicants should be computer literate in a Windows PC or MAC environment.
- Microsoft Office Suite: Word, Excel, PowerPoint.
- Google Docs; Zoom; Dropbox; Advanced Internet fluency.
- Adobe and PDF editing.
- Facebook, Instagram, Twitter, YouTube, LinkedIn.
- Asset: Canva; WordPress website editing.
- Constant Contact or similar.

Own Tools/Equipment

Reliable personal computer or laptop with video conferencing capability and reliable Internet connectivity.

Work Conditions and Physical Capabilities

Work under pressure; Attention to detail; Tight deadlines.

Personal Suitability

Initiative; Effective interpersonal skills; Flexibility; Accurate; Team player; Excellent oral communication; Excellent written communication; Client focus; Organized.

Work Location/Teleworking Information

Toronto and GTA. Remote work from home.

*This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: **Indigenous people, Persons with disabilities, Students, Visible minorities.***

About lymphedema: Lymphedema affects an estimated 1 million Canadians. Lymphedema is chronic swelling that presents because of a lymphatic system deficiency. The Canadian Lymphedema Framework (CLF) is academic and patient stakeholder collaboration, which is part of an international initiative to promote research, best practices, and lymphedema clinical development worldwide. www.canadalymph.ca

We thank all applicants for their interest in this position. Only applicants who are being considered among the top 10 candidates will be contacted for a pre-interview assignment and a subsequent interview.

Applications are accepted now. Deadline for sending resumes and covering letter is **April 02, 2022.**
Interviews start the week of April 04, 2022. Submit to: employment@canadalymph.ca