

## Administrative Assistant

### 2024 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.*

35 hours per week, full-time contract position for 16 weeks beginning May 6, 2024. Rate: \$18.80 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 100% 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 on the job between the student and the CLF Executive Director, 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, Health Care, Research, Advocacy, Journalism and Publishing, Communications, Outreach. This job will provide mentoring and a skills-enhancing work experience in promoting community outreach programs that support lymphedema education and organizing materials to support those efforts. Anticipated project work includes:

#### 1. SPECIAL PROJECTS SUPPORT

- a. Provide support for website update project.
- b. Provide support for magazine archiving and indexing project.
- c. Provide support for stakeholder relationship management project.
- d. Provide support for development of lymphedema patient registry.

#### 2. MARKETING AND OUTREACH SUPPORT

- a. Research and propose ways to promote lymphedema education and facilitate awareness.
- b. Provide support for communication and social media strategy development and implementation.
- c. Research and propose ways to promote lymphedema education and facilitate awareness.

#### 3. GENERAL ADMINISTRATIVE SUPPORT

Under supervision of the Executive Director, performs assignments of routine office admin support, including preparation for meetings, taking minutes, preparation of reports, and other tasks as assigned.

#### 4. GRANT AND FUNDING RESEARCH

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

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### 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; Advanced Internet fluency.
- Adobe and PDF editing.
- Facebook, Instagram, X, YouTube, LinkedIn.
- 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; Work to 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](http://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 13, 2024**. Interviews start the week of April 15, 2024. Submit to: [employment@canadalymph.ca](mailto:employment@canadalymph.ca)