

Administrative Assistant Job Posting

TNO - The Neighbourhood Organization (TNO) is a well-established community-based social and health service agency providing a wide range of programs and services supporting low-income and newcomer communities across Ontario and sometimes across different provinces through online services and referrals. We are seeking a **full-time Administrative Assistant to join our team for 8 weeks under the Canada Summer Jobs Program**. TNO is a great place to work and we make a difference in the communities we serve.

You can apply to this position if you are interested in learning about and entering the administrative field. Applicants must be between the ages of 15 and 30, a Canadian citizen, a permanent resident, or a refugee for the duration of the employment period under the Immigration and Refugee Protection Act, and have a valid Social Insurance Number at the time of employment as well as be legally entitled to work in Canada in accordance with applicable provincial legislation.

Reporting to the Program/Department Manager, you will refer clients to appropriate programs and program staff, make photocopies, manage records, scan documents, and generally assist clients at the front desk.

Vaccination Requirement – You must be fully vaccinated against COVID-19, subject to any valid medical or religious exemption from vaccination as provided by the Ontario Human Rights Code.

Screening – As a condition of employment, the successful applicant must complete a Vulnerable Sector Screening.

Job Type: Full-time Contract position for 8 weeks

Number of people required: 7

Schedule: June 26 to August 25, Monday to Friday, 9 a.m. to 5 p.m. – Some evenings and weekends may be required depending on the program or department needs

Benefits:

- Capacity building and networking with our staff and partners
- Social activities organized by the organization
- Public transportation nearby
- Free parking in certain locations

Application Process: Please apply by June 05, 2023 by using the QR code below. After the applications have been received, there will be a Job Fair at 45 Overlea Blvd , Toronto, M4H 1C4 2nd Floor (Entrance beside Galito's) BETWEEN 1PM AND 4PM for the interviews.



TNO is committed to employment equity initiatives. We encourage residents of Thorncliffe Park, Flemingdon Park, and surrounding communities, and people who are racialized, Indigenous, people from the 2SLGBTQI+ community, people with disabilities, and other equity-seeking groups to apply. TNO is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. Should you require accommodation at any stage of the recruitment process, please let us know.

We thank all applicants for their interest but only those selected for further consideration will be contacted.