

Administrative Clerk Job Posting- Simcoe

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 Clerk 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. The following are some of the major duties:

- Type documents for TNO Programs.
- Photocopy, organize, fax, find out information for TNO Programs.
- Prepare workshop flyers, outreach material, monthly calendar.
- Update flyers and promotional material in the front reception.
- Book office spaces.
- Assist in preparation of the community outreach materials as needed.
- Assists to order supplies for TNO Program as well as kitchen supplies office(s).
- Keep appointment booking for workshops, and info sessions.
- Update the Reception guide regularly.
- Prepare monthly client intake stats.
- Assist in updating TNO's website for programs and events.

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 – A valid and clear Vulnerable Sector Check (VSC) is required for this position. The VSC must have been issued within six (6) months prior to the employee's start date, and must be provided prior to the commencement of employment



Job Type: Full-time Contract position for 8 weeks

Number of people required: 1

Location: TNO Simcoe office

Schedule: July 6 to August 29, Monday to Friday, 9 a.m. to 5 p.m. (35 hours per week) – Some evenings and weekends may be required depending on the program or department needs

Rate of Pay: \$16.60-\$17.60 per hour

Benefits:

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

Please note that employment for this position is contingent upon funding approval. We will proceed with offering employment once the funding status has been confirmed.

Application Process: Please submit your resume by email with “Administrative Clerk Simcoe- Canada Summer Jobs” in the subject line to recruitment@tno-toronto.org. We thank all the applicants for their interest, but only those selected for further consideration will be contacted.

TNO is committed to employment equity initiatives. We encourage 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. Please let us know if you require accommodation at any stage of the recruitment process. We thank all applicants for their interest, but only those selected for further consideration will be contacted.