

Administrative Assistant – Canada Summer Jobs Grant (CSJG)

(Temporary, Part-Time Position Available)

About GRIT: GRIT has been providing inclusive early childhood services since 1982. GRIT is a dynamic organization whose mission is to enhance the meaningful inclusion and participation of all children in everyday activities.

About the Position: This is an excellent opportunity for a student to gain hands-on experience in a professional office setting. The Administrative Assistant will work closely with our team to assist with general office duties and administrative tasks. This position is a Temporary Part-Time, 30.00 hours per week position starting in May. The duration of this position is 9 weeks from the start date. This position is in conjunction with the Canada Summer Jobs Grant and guidelines. Hourly wage is \$20.41/ hour.

Job Requirements:

Candidates must meet the requirements outlined by the Canada Summer Jobs Grant which include:

- Age requirement between 15 and 30 years of age
- Legally entitled to work in Canada with a valid Social Insurance Number

In addition:

- Basic computer skills
- Professional demeanor and a positive attitude
- Ability to provide a clear Police information check with Vulnerable Sector and Children's Invention Record Check (Only for candidates who are 18+)

Primary Duties and Responsibilities: Reporting to the Office Manager, the Administrative Assistant creates a welcoming and supportive environment and works within a collaborative team to provide administrative support across the organization.

In this position you will learn more about:

- Greeting and assisting visitors.



- Answering and directing phone calls and voicemails in a professional manner.
- Handling incoming and outgoing mail and deliveries.
- Responding to and/or forwarding GRIT general emails.
- Organizing documents for Early Childhood Services (ECS) orientation packages.
- Preparing and modifying internal documents.
- Photocopying, scanning and uploading documents.
- Maintaining and updating filing systems (physical and digital).
- Supporting and organizing the lending library resources.
- Supporting HR department with posting, short-listing and pre-screening job applicants.
- Providing coverage for administrative team as required.
- Working collaboratively with all staff and supporting miscellaneous jobs as required.

Physical Demands include:

- **Sitting:** Prolonged periods of sitting at a desk and working on a computer (up to 7 hours per day).
- **Manual Dexterity:** Regular use of hands and fingers to operate a computer keyboard, mouse, telephone, and other office equipment.
- **Visual Acuity:** Ability to read and view documents, screens, and small text for extended periods.
- **Lifting:** Occasionally required to lift or move office supplies, boxes, or files weighing up to 20–25 pounds.
- **Reaching/Bending:** May need to reach above shoulders, bend, or stoop occasionally.
- **Walking/Standing:** Intermittent walking or standing may be required when moving between departments or performing tasks like making copies or greeting guests.

Equity, Diversity, Inclusion and Anti-Racism (EDIAR) Commitment:

GRIT is committed to becoming an equitable, inclusive, anti-racist, and decolonized organization at the individual, agency, and systems level. We are intentionally working to create safe and brave spaces that acknowledge, honour, and respect the lived experience of every person and community. GRIT is committed to embedding EDIAR

work in all that we do. We strive to be authentic and genuine, and committed to action; creating an organization that more accurately reflects the communities we serve and responds more effectively to diverse needs. We strongly encourage applications from people of all backgrounds, including Indigenous peoples, Black and racialized individuals, persons with disabilities, LGBTQ2S+ communities, and those with diverse lived experiences. Accommodations are available throughout the application process upon request.

To apply for this opportunity, please submit your resume to: hr@gritprogram.ca

Closing date to apply: May 6, 2025