



## Administrative Assistant (Canada Summer Jobs)

### CONTRACT – Canada Summer Jobs Contracts (30 hours/week for 9 weeks – 270 hours total)

LGBT YouthLine is an anti-racist, youth-led organization that connects 2SLGBTQ+ youth (29 and under) across Ontario to resources and community through peer support, training, advocacy, and referrals.

This position is funded by *Canada Summer Jobs*. Applicants must:

- Be between 15 and 30 years of age at the start of employment.
- Be part of the 2SLGBTQ+ community.
- Be a Canadian citizen, permanent resident, or person with refugee protection under the Immigration and Refugee Protection Act for the duration of employment.
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with provincial/territorial legislation.

### Compensation:

- \$21.00 /hour + 4% Vacation Pay
- Paid Sick Time

### Responsibilities:

- Corresponding with organizations/individuals to send outreach materials and info;
- Supporting special events committees with logistics, including meeting coordination and external communications;
- Supporting with special projects by researching, compiling, and/or sorting data;
- Assisting with financial tasks, including the processing of donation data, donor engagement letters, and sending tax receipts and thank you cards;
- Working with Operations Specialist to complete administrative tasks;
- General office support as needed, including mailing, filing, preparing outreach packages and kits;
- Supporting in-person Pride outreach;
- Participate in YouthLine meetings, committees, and events;
- Other duties as assigned.

### Work Environment

- Hours of Work: 30 hours/week



- Location: Hybrid In-Person/Remote. Ability to work from our fully accessible office in central Toronto required at times, otherwise will be home-based. Access to reliable internet and laptop is required
- Supervision: This position is supervised by the Operations Specialist and the Operations Manager.

### Application for Consideration

- Application deadline: May 5, 2025
- Submit a resume and cover letter to [jobs@youthline.ca](mailto:jobs@youthline.ca) focusing on demonstrated skills and why the position appeals to you.
- Due to limited resources and time constraints, only candidates selected for interviews will be contacted.
- Contact [jobs@youthline.ca](mailto:jobs@youthline.ca) for questions or accommodations in the application process.

**LGBT YouthLine only considers applicants who identify as part of the 2SLGBTQ community.** Grounded in principles of anti-racism and anti-oppressions, we recognize and encourage applications from communities that are further marginalized in employment opportunities, including: Black, Indigenous, and people of colour, trans-feminine people, disabled people, people with experiences of migration, and people who have experiences of poverty. **Applicants are strongly encouraged to self-identify in their cover letters, which will be kept confidential.**