

The Neighbourhood Group Community Services

POSITION TITLE: Administrative Assistant – Major Gifts	STATUS: Canada Summer Jobs Student Position – 8 weeks
DEPARTMENT: Philanthropy and Communications	# HOURS / WEEK: 35
REPORTS TO: Manager, Marketing & Development	Hourly Wage - \$19
POSTING DATE: May 5, 2023	CLOSING DATE: When Filled

LOCATION: Hybrid role – Office location is 1415 Bathurst St.

Duties include:

- To provide general administrative support to the Manager, Marketing & Development, including the production of communications, notes and reports, and diary management to provide reminders for agreed deadlines/ action points.
- Booking meetings and maintain the records of meetings and gifts.
- Support stewardship efforts in soft and hard materials production, working with vendors and an easy to learn creative software app.

Qualifications:

- Completed first year of a related college or university program
- Strong computer skills in MS Office
- Strong customer service, computer and communication skills

In order to apply for this position, you **must** be 15 to 30 years of age. You must be a Canadian citizen, permanent resident or a person for whom refugee protection has been conferred under the Immigration and Refugee Protection Act and be legally entitled to work in Canada.

To apply, submit your application with “**Administrative Assistant**” in the subject line of your email to: summerjobs@tngcs.org