



Scadding Court Community Centre

## SEASONAL SUMMER OPPORTUNITY JOB POSTING

June 28, 2022

**Position:** SOCIAL ENTERPRISE PROGRAMS ADMINISTRATIVE ASSISTANT  
**Reports to:** Program Director  
**Contract Dates:** July – Aug 26, 2022  
**Primary Function:** To support the social enterprise team with maintaining record-keeping, administrative systems, program outreach, evaluation and promotion of social enterprise programs as assigned.

### Responsibilities:

1. Assist *Program Coordinator – Social Enterprises* and team with daily administrative tasks.
2. Support staff, volunteers and others as directed by *Program Coordinator – Social Enterprises*.
3. Assist with maintaining and disseminating data on tracking systems and tools for record-keeping.
4. As part of a team, support the overall development, implementation and evaluation of social enterprise program and activities.
5. Liaise with clients and partners when appropriate/necessary.
6. Assist with draft reports, promotional content and various communications on behalf of the team and programs.
7. Actively promote all social enterprise programs on social media and other platforms as directed by *Program Coordinator – Social Enterprises*
8. Assist the *Program Coordinator – Social Enterprises* and team with outreach and information-sharing.
9. Perform other related duties as assigned.

### Qualifications:

1. Previous experience working in inner city neighbourhoods.
2. Computer literacy and experience with programs such as Excel, PPT, Word, databases, etc.
3. Familiarity with social media and other online platforms.
5. Excellent oral and written communication skills in English.
6. Excellent organizational skills.
7. Ability to speak/understand a second language an asset.
8. Familiarity with the local community an asset

Must be eligible for Canada Summer Jobs Program (be between 15 – 29 years of age at time of hiring)

Must comply with Mandatory Vaccination Policy

**Hours of Work:** 35 hrs/week Some evenings/weekends may be required.

**Rate of Pay:** \$15.00 per hour

**Benefits:** 4% Vacation Pay

**Apply:** email: [brendam@scaddingcourt.org](mailto:brendam@scaddingcourt.org)

**Or mail:** Hiring Committee  
Scadding Court Community Centre  
707 Dundas Street West  
Toronto, Ontario M5T 2W6 (NO FAXES PLEASE)

**Deadline:** July 5<sup>th</sup>, 2022, 5pm

**Only those applicants chosen for an interview will be contacted.**

**Scadding Court Community Centre is an equal opportunity employer.  
Visit [scaddingcourt.org](http://scaddingcourt.org) to learn more about who we are and what we do.**