



JOB POSTING

ISNA Canada is a not-for-profit community organization and registered charity that has served Canadian Muslim communities for over 40 years. We provide a significant range of integral support programs and services and provide responsible leadership to foster healthy spiritual and community development.

ISNA Canada is seeking a motivated and hardworking individual to take on the role of **Administrative & Communications Assistant**.

This position is a summer student opportunity from July to August 2018 and is contingent on funding approval from the Canada Summer Jobs program. Interviews will only be conducted after funding approval has been received.

JOB DESCRIPTION

Position Title: Administrative & Communications Assistant	Location: ISNA Canada Head Office 2200 South Sheridan Way, Mississauga, ON L5J 2M4	Hourly Wage: \$14/hour
Position Overview: The Administrative and Communications Assistant, reporting to the Director of Operations, will provide support for daily operations, events, communications and special projects.		
<p>Responsibilities and Duties <i>(but not limited to):</i></p> <p><u>Administrative/Project Support:</u></p> <ul style="list-style-type: none"> - Conduct research on a variety of topics, from contact information to environmental scans for new projects/programs - Assist with developing project management tools (checklists, timelines templates, budget templates) - Assist in archiving, managing documentation (filing, scanning etc.) - Assist in developing reporting templates - Assist volunteer teams with printing needs, setting up materials, supplies <p><u>Event Support:</u></p> <ul style="list-style-type: none"> - Assist with developing event planning and coordination tools - Assist with execution, tracking and evaluation of monthly events - Assist with collecting accurate registration information from guests (emails, number of attendees) - Liaise with volunteers at events, assist with promotion, etc. - Provide other event support as required <p><u>Communications Support:</u></p> <ul style="list-style-type: none"> - Assist in developing social media guidelines - Assist in developing writing style manual - Assist in updating website content - Assist with communications strategy <p><u>Other responsibilities:</u></p> <ul style="list-style-type: none"> - Complete all tasks and responsibilities within assigned timelines 		

- Become familiar with agency programs, services, practices and staff
- Adhere to the mission, guiding principles and values of the organization
- Maintain confidentiality of clients, staff and peers
- Represent ISNA Canada in a professional manner at all times
- Arrive on time and be committed to the agreed upon contract dates and times
- Assist with all other duties as assigned

Qualifications and Skills:

- Applicants must be between the ages of 18 to 30 years (inclusive), currently enrolled in a post-secondary educational institution, on a full-time basis for the 2017/2018 academic year, returning to full time studies in the fall of 2018 (*proof will be required*)
- Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act, for the duration of the employment
- Legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Preference will be given to students in administration, marketing, fundraising or communications related programs
- Self-motivated, detail-oriented, proficient at meeting deadlines and comfortable working on multiple projects simultaneously
- Strong communication, excellent administrative, interpersonal, organizational, networking, marketing, and public relations skills while maintaining confidentiality
- Must be proficient in MS Office and G Suite
- Must demonstrate flexibility and adaptability, some evening and weekend work may be required
- Able to work as a team with site staff, and sensitive to cultural, linguistic and religious diversity
- Must commit to full contract duration – dates and time

How to Apply:

Resume and cover letter must be emailed to operations@isnacanada.com by **Monday, March 19, 2018**. Please include “**Administrative & Communications Assistant**” in the subject line.