



## Canada Summer Jobs: Administrative Assistant

**Deadline: May 22, 2023**

**Time Commitment:** 35 hours/week for 8 weeks between June 5 to July 28, 2023

**Compensation:** \$15.75/hour

**Positions Available:** 1

**Location:** Remote

**Note:** This is a position funded by the Government of Canada through the Canada Summer Jobs Program. Please ensure that the following eligibility criteria can be met before applying:

- Be between 15 to 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident or have refugee status in Canada
- Have a valid Social Insurance Number and be legally entitled to work in Canada

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The Administrative Assistant will primarily provide operational and administrative support to the Executive Director including but not limited to: organizing and maintaining organizational databases, assisting with the research and development of policy and procedure documents, keeping project management tools up-to-date, preparing contracts, supporting event logistics, scheduling meetings (virtual and in-person), and generating materials such as reports, briefs, pamphlets, and presentations for meetings.

The employee will work with the Executive Director and other team leads to research and draft a handbook of policies and procedures, as well as improve the language of existing policies. They will also help implement better practices to improve PEARL's administrative capacities by organizing, maintaining, and improving PEARL's filing systems and project management tools.

### Responsibilities:

- Maintain organizational databases
- Support the drafting of an internal policy handbook
- Keep project management tools updated and identify ways to improve effectiveness
- Support the Executive Director with developing strategic plans

### Skills required:

- Strong written and oral communications skills in English
- Experience writing briefs and reports
- Ability to write clearly and concisely
- Ability to work well in teams and independently
- Strong organizational and time management skills
- Respond to emails and other forms of communication within a reasonable time frame



## PEOPLE FOR EQUALITY AND RELIEF IN LANKA

1629 K Street, Suite 300 | Washington, D.C. 20006 | [pearlaction.org](http://pearlaction.org) | [contact@pearlaction.org](mailto:contact@pearlaction.org)

### Highly Preferred Skills:

- Previous experience in policy writing
- Previous experience in strategic planning

### How to Apply

By 11:59pm EST on May 22, 2023, please send PDFs to [careers@pearlaction.org](mailto:careers@pearlaction.org) with the subject line: [Last Name, First Name] - Administrative Assistant (CSJ 2023) including the following:

- Cover letter
- Resume

Short-listed candidates will be contacted by May 23, and a final decision will be made by May 29.

**PEARL is committed to equity, inclusion, and anti-oppression in all aspects of our work. We encourage applications from equity-seeking groups, such as women, non-conforming gender identities, members of the LGBTQIA+ community, and disabled people. Accommodations can be provided throughout the selection process as long as candidates make their needs known in advance by emailing [careers@pearlaction.org](mailto:careers@pearlaction.org) with the subject line: Accommodations request - Administrative Assistant (CSJ 2023)**