



**Position:** Summer Administrative Assistant

**Organization:** The Pine Project

**Location:** Pine office (276 Carlaw Ave., Toronto), Remote work possible due to Covid

**Status:** 3 month fixed-term, June 7 – August 27, 2021

**Hours:** 37.5 hours/week

**Compensation:** \$14.25/hour

**Reports to:** Operations Manager

### **About the Pine Project:**

The Pine Project is Ontario's leading nature connection organization! We offer year-round nature connection programs for people of all ages in Toronto and the surrounding area, including Outdoor School, March Break programs, and highly sought-after summer camps. Each year we engage with over 1,500 children, teens, families and adults. Our programs foster confidence, competence, resilience and a deep relationship with nature in a way that is hard to achieve in more conventional learning environments.

By helping children connect to nature and teaching adults to do the same, we inspire children to respect, cherish, and care for the Earth. We are empowering the next generation of environmental stewards, problem solvers and leaders. Check out our website – [pineproject.org](http://pineproject.org) – for more info.

### **About the Summer Administrative Assistant position:**

You're an enthusiastic team member who enjoys helping others and learning new things. You're comfortable having phone conversations with people you don't know. You take pride in your organizational skills and you always try to triple check your work. You embody Pine's core values - respect, gratitude, awareness, life-long learning, and resilience – and you demonstrate a strong personal commitment to equity and social justice. If this sounds like you, the Summer Administrative Assistant role at Pine may be a great fit!

Reporting to the Operations Manager (OM), and working closely with the Office Administrator (OA) and Summer Camp Managers, you support the delivery of our programs, especially our Summer Day Camps. Contributing to a small team during our busiest time of year, this role is a great chance to gain experience working in a small nonprofit environment and to build a variety of administrative skills. On any given day, you may help with program registration, customer service, administration, human resources, and other day-to-day office functions.

The Summer Administrative assistant works with the team at our downtown office, 276 Carlaw Ave., Toronto, ON (with appropriate Covid-19 safety protocols in place). However, depending on the Covid-19 situation this summer, working from home may be required. The work location will be determined closer to the start date and may change over the position's term, depending on Covid-19.

This position is supported by external funding – please see funding related requirements below.

### **Key position responsibilities:**

- Help to manage phone calls and emails in a way that reflects Pine's commitment to strong relationship-building and excellent customer service
- Support communication about Pine's summer camp programs, registration process and policies
- Help to maintain the registration database by processing registrations, cancellations and other related transactions, and sending email reminders and calling participants to follow up on missing information
- Help prepare summer camp materials, such as rosters and binders, material bins, signs, etc.

- Update and maintain filing systems
- Help the OA manage inquiries, registrations and other tasks for school year programs as needed
- Be an active and supportive team member (eg. participate in meetings, help others where needed)
- Fulfill all requirements of external funding agreements, such as completing evaluation reports
- Demonstrate competent communication, facilitation, organization and delegation skills
- Act in a manner consistent with Pine’s mission, goals, and values
- Provide other support as needed

**Qualifications:**

- Applicants must meet the requirements for external funding by:
  - being between 15 and 30 years of age at the start of the employment;
  - being a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment;
  - having a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Excellent communication skills. Enjoys helping others.
- Highly organized and detail-oriented
- Ability to work independently and as part of a team
- High level of computer proficiency
- Access to a computer and high-speed internet (able to reliably access Zoom and Google Suite) if/when working from home
- Identify with the mission, vision and values of the Pine Project. Strong personal and professional commitment to equity and racial justice.

**Application Procedure:**

Please submit a resume and cover letter to [work@pineproject.org](mailto:work@pineproject.org). Please refer to the “Summer Administrative Assistant” position in the email subject line. In your cover letter, please let us know where you saw this job posting.

*Hiring is on a rolling basis until the position is filled. Please apply as soon as possible.*

While we thank all applicants for their interest, only successful candidates will be contacted for an interview. No phone calls please.

*The Pine Project is an equal opportunity employer. We are committed to promoting equity and diversity within our workplace and greater community. We work proactively to develop a barrier-free selection process and inclusive work environment where team members feel empowered to express authentic ideas and experiences.*

*We welcome applications from all qualified applicants with an interest in advancing our mission, vision and values. We especially encourage applications from members of disadvantaged and marginalized groups, including those who identify as Black, Indigenous and People of Colour, persons with disabilities, women and/or LGBTQ2S+. If contacted for a job opportunity, please advise us of any accommodation measures required to enable you to be assessed in a fair and equitable manner. Information received will be addressed in confidence.*