



**Position:** Summer Administrative Assistant

**Organization:** The Pine Project

**Location:** Hybrid, 2-3 days/week at our office 276-302 Carlaw Avenue, Toronto

**Status:** 4 month fixed-term, May 1\* – August 23, 2024 (\*ideal start date)

**Hours:** 37.5 hours/week

**Compensation:** \$16.55 - \$17.55/hour

**Reports to:** Operations Manager

### **About Us**

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.

***We're committed to promoting equity and diversity within our workplace and greater community. We're especially excited to see applications from members of equity-deserving groups, particularly people from racialized backgrounds.***

### **About the Role**

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, and working closely with the Office Administrator, Day Camps Coordinator, and Camp Supervisors, 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 at our downtown office, 276 Carlaw Ave. for a minimum of 2-3 days per week. For remaining days, work can be done at the office or remotely.

### **Key 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.
- Help the Office Administrator 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)

- 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

### **What You Bring**

- 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
- Identify with the mission, vision and values of the Pine Project. Strong personal and professional commitment to equity and racial justice.

### **What We Bring**

- A staff community that values growth and learning
- Daily experiences working with a like-minded community
- Training in Diversity, Equity, Inclusion and Justice
- Work with purpose: make a difference for nature and people

### **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.

Your cover letter should be about one page in length and include:

- Where you saw this job posting
- Why you are interested in the Pine Project and the Summer Administrative Assistant role
- A brief description of your relevant skills, experience and aptitudes
  - Applicants who do not meet all of the stated qualifications but have transferable skills, experiences or aptitudes are encouraged to apply and explain their relevance to the role in the cover letter.

*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, inclusion and diversity within our workplace and greater community. We work proactively to develop a barrier-free selection process and inclusive work environment that is increasingly representative of the communities we live and work in, and where all team members are able to express ideas, opinions and experiences.*

*We welcome applications from all qualified individuals with an interest in advancing our mission, vision and values, and assisting us in deepening our commitment to Anti-racism/Anti-oppression. We especially encourage applications from members of historically disadvantaged and under-represented groups, including those who identify as Black, Indigenous and People of Colour, persons with disabilities, newcomers to Canada, 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..*