

Executive Assistant (EA) – Canada Summer Jobs

Funded through the Government of Canada

Youth Rising Above (YRA) is an organization dedicated to inspiring, empowering and transforming the lives of the next generation...our youth!

Our Mission: Provide youth who are marginalized or living in poverty with the opportunity to live wholesome, successful, and enriching lives through offering engaging and dynamic psycho-social programs and services, while encouraging young people to stimulate positive social change within their own communities.

Our Vision: A safe and inspiring place where youth who are marginalized or living in poverty can participate in engaging, innovative, and dynamic developmental opportunities which will positively shape their lives, while empowering them to support in meaningful ways within their own communities.

Who We're Looking For: YRA wants to ensure our youth receive quality service from dedicated, passionate and intrinsically driven team members, which is why we're first and foremost seeking team members who will embody our values of **loving** youth unconditionally no matter their circumstance; **supporting** youth to achieve personal wellness; **encouraging** youth despite the challenges they encounter; safely **challenging** youth to build resiliency and overall growth; and **transforming** youth to become changemakers in their own communities. If you're looking to support an organization that puts its people first, thereby ensuring our youth receive the best possible care, and if you're driven to lift others up, consider joining our team!

Anticipated Start Date: May 2022

Hours: 35 hours a week, for a total of 8 weeks. (Monday to Friday, 9am-5pm), some evening or weekend work required

Location: Remote

Pay: \$20/hr + 4% vacation pay

Role Description: Reporting to the Executive Director, the Executive Assistant (EA) will provide direct support to the Executive office, including the Board of Directors. The EA will provide administrative support towards strategic matters, including conducting research, supporting in the design and implementation of various administrative/operation tools, creating marketing/promotional material and assisting with stakeholder engagement.

Responsibilities/Duties

- Conduct research on best practices within the sector on youth programming across the country
- Support with the brainstorming/design of organizational strategic plans
- Create a social media calendar to assist with the publishing of relevant and meaningful social media content in line with principles of the organization

- Support the Board of Directors with administrative matters, including record keeping and information dissemination
- Design and produce newsletters on YRA programs/initiatives and donor updates that are circulated to YRA's stakeholders
- Supporting with the maintenance of youth facing website, including adding new content and updating program information
- Support with the coordination of administrative, operational, or strategic matters which directly support the executive office
- Support with recording current youth program operations, including capturing statistics, testimonials, and post-program evaluation notes
- Support with the administration of donor stewardship and recognition
- Communicate directly with various stakeholders including program partners and vendors
- Other duties as assigned that support the strategic growth and development of services for vulnerable youth populations

Qualifications

- **This position is funded through the Canada Summer Jobs program, and as such, candidates must be between 15 to 30 years old**
- **Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act**
- **I legally entitled to work according to the relevant provincial / territorial legislation and regulations**
- **Must complete a Canada Summer Jobs program declaration within 7 days of hire**
- Project management experience is considered an asset.
- Excellent research skills and the ability to analyze, synthesize and communicate complex information
- Proven ability to design social media content, newsletters and other marketing tools
- Ability to effectively collaborate with multiple team members across various departments in support of organizational matters
- Strong ability to work independently with minimal supervision, while still completing tasks in a quality and timely manner
- Computer proficiency with knowledge of Microsoft Office Suite and Google Suite
- Excellent administrative and record keeping skills, including an ability to manage competing deadlines, sensitive information, and record management.
- Adherence to YRA organizational values including operating in a strength-based, anti-oppressive, inclusive, and healing-centered manner.

YRA welcomes and encourages applications from persons of any gender identity, sexual orientation, persons with disabilities, members of visible minorities and Indigenous candidates. Should any accommodations be required during the application process, candidates are encouraged to contact YRA.

More information about YRA can be found at <https://youthrisingabove.org/>

Interested applicants can email the Executive Director at jonathanj@youthrisingabove.org with their resume and cover letter. Candidates are encouraged to send their application by May 2, 2022 by

11:59pm. Please quote "Executive Assistant" in the subject line. We thank all applicants for their interest; however, only those selected for an interview will be contacted.