

## **Job Opportunity: Summer Intern, Administration (Summer 2023)**

### **About the Organization**

Based in Hamilton, Empowerment Squared is a Canadian charity that is building a world where everyone is empowered with the tools and opportunities to thrive and contribute to society. We do this by empowering newcomer and marginalized youth and communities in Canada and across the world to succeed through mentorship, access to post-secondary education, information literacy, and sports and recreation.

Please see our website for more information about our programs and activities.

### **Position Description**

Reporting to the Executive Assistant, the Summer Intern, Administration is responsible for supporting Empowerment Squared's various summer initiatives to further the organization's mission and vision.

Working alongside the Executive Assistant, the Summer Intern, Administration will support with planning, outreach and day to day administrative duties as directed.

This position is part of the Federal Government Canada Summer Jobs program and is to support an individual who

- (a) is between 15 and 30 years of age (inclusive) at the start of employment;
  - (b) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act\*; and
  - (c) is legally entitled to work according to the relevant provincial / territorial legislation and regulations.
- \*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents

### **Duties & Responsibilities**

- Outreach and recruitment support for summer and fall programs.
- Administration support including answering phone calls, data entry and filing, and general administrative duties.
- Allocate and organize work plans and resources effectively.
- Identify, anticipate, and document issues and risks and provide mitigation recommendations.
- Escalate key issues/risks to Executive Assistant and ensure timely action to maintain timelines and deadlines.
- Support program close out activities which would include reports, evaluations and meetings etc.
- Will often have to work outside of normal office hours.
- Must have the ability to lift up to 25 lbs.
- Will be working in an office environment and must have access to home internet and an adequate device to utilize Zoom platform, email and Google suites (an adequate device and phone may be provided by Empowerment Squared; all necessary precautions would be taken in accordance with health & safety guidelines)
- Other duties as required

### Disclaimer

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.
- This job description is subject to change at any time depending on the needs of the organization.

### Relevant Skills & Qualifications

- Exceptional interpersonal skills and the ability to interact with the public effectively.
- Demonstrated organizational skills and experience in leading events and other complex activities .
- Proven organizational and time management skills including the ability to work with tight deadlines and competing priorities.
- Excellent communication and report writing skills.
- Planning and leadership skills.
- Ability to put together and make compelling presentations.

### Educational Requirements

- University degree or college diploma is an asset. Applicants with alternate experience and qualifications will also be considered including high school students.

**Role Posted:** May 24, 2023

**Posting Closes:** June 5, 2023

**Salary:** \$18 per hour

**Hours:** 35 hours per week

**Start Date:** Monday June 12, 2023

**End Date:** August 07, 2023

Resumes should be submitted via email to: [c.uyigue@empowermentsquared.org](mailto:c.uyigue@empowermentsquared.org)