



Summer Student – Policy, Research & Membership Services
OCASI - Ontario Council of Agencies Serving Immigrants
Toronto, Ontario

NOTE: This position is funded by the Canada Summer Jobs Program. To be eligible, youth must be between 15 and 30 years of age at the start of the employment; be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act and have 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.

The summer student will provide administrative support to the Policy, Research & Membership Team.

Specific Position Duties:

- Provide administrative and communication support to the annual membership renewal and related membership relations activities
- Update contact database for member agencies and prospective members
- Provide administrative support for research and other activities undertaken by the Policy, Research and Membership team

Skills/Qualifications:

- Demonstrated ability in performing administrative and clerical tasks
- Excellent oral and written communication skills
- Strong organizational skills, detail oriented, self-starter, team player and ability to meet tight deadlines and demanding schedules
- Knowledge of the immigrant and refugee-serving sector is an asset
- Experience in social sciences research is an asset
- General computer and internet proficiency

How to apply:

Send a cover letter and resume with **Summer Student – Policy, Research & Membership Services** in the title by May 21st, 2021 to: Hiring Committee, OCASI at gethired@ocasi.org.

OCASI is committed to Employment Equity. We especially welcome applications from members of racialized groups, Indigenous persons, persons with disabilities, persons of diverse sexual orientations and gender identities. We are committed to achieving full accessibility for persons with disabilities by arranging for any necessary accommodations.

We thank all applicants for applying however, we regret only the candidates selected for an interview will be contacted. No telephone inquiries please.