



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

NOTE: 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 Research Assistant will provide administrative support to the Policy, Research & Membership Team.

**Specific Position Duties:**

- Provide administrative and communication support to the team, primarily for annual membership renewal and related activities
- Support the Team in social sciences research activities

**Skills/Qualifications:**

- Demonstrated ability in performing administrative and clerical tasks
- Familiarity with community-based social sciences research is an asset
- Strong verbal and written communication skills in English; French is an asset
- Knowledge or awareness of immigrant and refugee serving organizations
- Comfortable working independently with minimal supervision and as part of a team.

**How to apply:**

Send a cover letter and resume with **Summer Research Assistant – Policy, Research & Membership Services** in the title by May 13th, 2022 to: Hiring Committee, OCASI at [gethired@ocasi.org](mailto:gethired@ocasi.org)

*OCASI is committed to employment equity. While voluntary, we encourage you to indicate in your application if you are an Indigenous person, Black, racialized, a woman, or a person with a disability. We are committed to achieving full accessibility for persons with disabilities by arranging for any necessary accommodations.*

*We thank all applicants for applying. Only the candidates selected for an interview will be contacted. No telephone inquiries please.*