

**Volunteer Position Title: Administrative Assistant
(Volunteer/Placement)**



Location: Jean Augustine Centre for Young Women's Empowerment
(101 Portland Street, Etobicoke, ON)

Department: Office Administration

Reports To: Zaraa Zaman (Volunteer Engagement Manager) & Topika Simpson (Office Administrator)

Position Type: Volunteer/Placement Student

Hours: Part-Time/Full-Time, Flexible Schedule, 3-4 days per week

Placement Duration: 4-6 weeks with option of renewal

Overview:

The Jean Augustine Centre for Young Women's Empowerment, founded by the Hon. Dr. Jean Augustine, is a charitable organization dedicated to empowering girls and young women in Etobicoke-Lakeshore and beyond.

We are seeking a motivated and organized volunteer or placement student to assist with various administrative tasks within our office. The ideal candidate will have strong organizational skills, attention to detail, and a willingness to learn.

Key Responsibilities:

- Answering phones & redirecting calls
- Organizing physical files
- Database management
- Document cleaning & digitization
- Inventory systemization
- Book library organization
- Catalog creation & tracking system
- Record keeping

Qualifications:

- Currently enrolled in a business administration program in college or in high school with an interest in business and office work.
- Strong attention to detail and organizational skills.
- Ability to manage and prioritize multiple tasks effectively.
- Proficiency in Google Drive and Microsoft Office Suite.
- Comfortable handling both digital and physical documents.

- Positive attitude and willingness to learn.
- Strong communication skills, both verbal and written.

Why Join Us?

- Gain hands-on experience in administrative tasks and office management for future careers.
- Flexible hours to accommodate your schedule.
- Opportunity to work in a supportive and collaborative environment.

How to Apply:

Please email your resume and cover letter (optional) to zaraa@jeanaugustinecentre.ca.

We look forward to hearing from you!