# OCASI is hiring for the Summer!

# Research Assistant - Policy Research & Membership Services

NOTE:

The Government of Canada funded this job through the Canada Summer Jobs program. [Learn more about the program.](https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs.html)

To apply for this job, you must:

* Be aged between 15 and 30 years old on the start date of the job;
* Have a valid Social Insurance Number (SIN); and
* Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.

International students and other temporary residents of Canada are not eligible.

## About OCASI:

Ontario Council of Agencies Serving Immigrants - OCASI acts as a collective voice for immigrant and refugee-serving organizations and coordinates response to shared needs and concerns.

[Read more about OCASI](https://ocasi.org/about-us)

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About the Position:

This Summer job is a good opportunity for anyone interested in working in the non-profit sector, specifically the immigrant and refugee-serving sector.

### Job Summary:

Provide administrative and logistical support for the Policy, Research & Membership Team.

### Specific Position Duties:

* Provide administrative and communication support for annual membership renewal and related activities
* Assist with data entry and support research activities
* Assist with coordinating meetings, minute taking, perform administrative tasks and logistical support for meetings and events
* Assist with website and social media posts

### Skills/Qualifications:

* Demonstrated ability in performing administrative and clerical tasks.
* Demonstrated commitment to anti-racism and anti-oppression.
* Demonstrated organizational skills, detail oriented, and ability to meet tight deadlines and demanding schedules
* Proven ability to work both independently with little supervision and as part of a team environment
* Knowledge of the immigrant and refugee serving sector is an asset.
* Awareness of settlement challenges of refugees and immigrants is an asset.
* Knowledge of social media platforms is an asset.
* Proficiency in French is an asset.

Details:

* Salary: $22.00 per hour
* Hours of work: 35 hours per week
* Duration: up to 8 weeks
* This is not a CO-OP placement.

### Application deadline:

Friday May 23, 2025 at 11:59pm

How to apply

Please send a cover letter and resume, including the title of the position you are applying for, to Hiring Committee OCASI: 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.*