



Program Assistant - Professional Development & Training (Canada Summer Jobs)

NOTE:

The Government of Canada has funded this job through the Canada Summer Jobs program. [Learn more about the program.](#)

To apply for this job, you must:

- Be aged between 15 and 30 years of age at the start date of the job
- Be a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada
- Have a valid Social Insurance Number (SIN) and be legally entitled to work 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 im/migrant and refugee-serving organizations and coordinates response to shared needs and concerns. [Read more about OCASI](#)

About the Position

The Summer Student position is an excellent opportunity for students interested in careers relating to research, policy, and program development in the not-for-profit sector, and particularly within the immigration and refugee sector.

The Summer Student will support ongoing professional development and outreach activities of OCASI's Capacity Team projects including general research, virtual/in-person event planning and coordination. OCASI's professional development and training is geared toward its members in the immigrant and refugee sector, focused on topics such as anti-racism/anti-oppression, gender-based violence, mental health, supporting newcomer youth, employment, and supporting LGBTQIA+ newcomers.

Specific Position Duties

- Assist with online research on existing resources and supports, promising practices, and emerging issues relating to immigrants and refugee communities
- Perform administrative tasks and logistical support for events including virtual and/or in-person forums, summits, roundtables, webinars, and conferences

- Carry out other administrative tasks as assigned (e.g. prepare meeting agendas and minutes, expense claim forms, etc.)
- Provide support with creating, sharing, and analyzing needs assessments and project evaluations

Skills/Qualifications

- Knowledge and understanding of settlement issues, barriers and information needs of newcomers
- Strong knowledge and understanding of how issues such as Gender-Based Violence, transphobia, homophobia, racism, xenophobia, ableism, and mental health specifically impact immigrant and refugee communities
- Commitment to and awareness of equity, access to service issues, anti-racism and anti-oppression as it relates to immigrants and refugees
- Demonstrated sensitivity to other cultures and ability to outreach to newcomer communities
- Strong research, written and verbal communication skills
- Well-developed interpersonal and relationship building skills, able to work as a team member in a fast-paced environment
- Strong organizational skills, detail-oriented, able to work independently, to meet tight deadlines and demanding schedules
- Demonstrated ability in performing administrative and clerical tasks
- Bilingual (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 EST

How to Apply

Send a cover letter and resume with **Professional Development and Training Summer Student** in the subject line to: Hiring Committee, OCASI at 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.