

*Open until filled
Not Paid*

PACIFIC SOCIETY FOR THE ADVANCEMENT OF EMPLOYMENT EQUITY

ADMINISTRATIVE ASSISTANT

SUMMARY

In this role you will be sending out letters to the relevant persons and organizations on behalf of the PSAEE. You will also receive and further correspondence. You are the first point of contact.

EDUCATION

Must have a university degree or be in 3rd or 4th year of study
Sociology, Anthropology, History majors

SKILLS

Very strong written communication skills
Must know mail merge, creating TOC, commenting, advanced formatting
Using calendars, reminders, event-planning, coordinating etc
Drafting, summarizing, researching, compiling, disseminating

VALUED IN THIS ROLE

Confidentiality, detail-oriented, professionalism, ability to learn

Submit Cover Letter (any length) and Resume (1 page)

Address the letter to Jay Krishan, Director, PSAEE. Please only list relevant experience in your resume. Email: connect@psaee.org. We consider time at university as directly relevant work experience. If you self-identify as a visible minority, we will consider it. In the cover letter introduce yourself and your interest in contributing to the PSAEE, thank you

Not paid, remote working, flexible hours