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# MASARYK MEMORIAL INSTITUTE INC.

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450 Scarborough Golf Club Road • Toronto, ON, Canada, M1G 1H1 • 416-439-4354

Masaryk Memorial Institute is a Canadian non-profit organization based in Toronto, that has been serving people of Czech and Slovak origin, living in Canada, since 1945.

## Office administrative assistant

### **RESPONSIBILITIES**

- Scan/digitize documents onto Google Drive
- Transfer tapes to DVDs
- Sort/organize archived documents/newspapers
- Help to create/arrange layout for internal newsletter
- Other administrative duties as required

### **REQUIRED QUALIFICATIONS**

- Post-secondary student
- Native fluency in spoken and written English mandatory
- Ability to work independently
- Strong problem-solving and organization skills
- Possess legal status necessary to work in Canada, such as Citizenship or Permanent Residency

### **Which participants are eligible?**

- Be between 18 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 for the duration of the employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with the Ontario legislation and regulations.
- Please note that International students are not eligible participants.



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## **How to Apply:**

Please send your CV and cover letter to [office@masaryktown.ca](mailto:office@masaryktown.ca)

## **Job location:**

450B Scarborough Golf Club Road, Toronto, ON M1G

**Salary:** \$15.25/hour

**Duration:** 10 weeks

**Hours/week:** 24 (part time)