



**JOB POSTING
JANUARY 28, 2020**

KAIROS BRINGS INDIGENOUS, SETTLERS AND NEWCOMERS TOGETHER IN FAITHFUL COMMITMENT TO ECOLOGICAL JUSTICE AND HUMAN RIGHTS IN CANADA AND AROUND THE WORLD.

POSITION TITLE: Administrative Project Assistant

REPORTS TO: Executive Director

OFFICE LOCATION: Toronto

CLASSIFICATION: ½ time special projects contract, 17.5 hours/week
March 1-August 30, 2020

SALARY: \$13,250, based on annual salary of \$26,500 (for ½ time)
plus 10% in lieu of benefits and 4% vacation.

Responsibilities

- Assist with information management related to the Toronto Office move and IT transition
- Complete human resources administrative tasks
- Handle disposition and disposal of surplus items from the Toronto Office
- Contribute to organization for Toronto move
- Other duties as assigned, including general office tasks

Requirements

- Commitment to the mission and values of KAIROS
- Strong organizational skills
- Excellent attention to detail

- Strong time management and multi-tasking capacity
- Good judgement
- Completion of secondary education
- Ability to work on a collegial team supervised by a Manager

Application deadline:

Please provide a résumé and a cover letter in which you briefly summarize your suitability for this position. We encourage Indigenous people, visible minorities, and people with disabilities to identify this information in their application as we are actively attempting to address employment barriers for these groups.

Applications should be emailed to Susan James at sjames@kairoscanada.org by 4pm February 12, 2020.

Thank you to all applicants for your interest in this position. Please note that only candidates selected for an interview will be contacted.