



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Administrative Assistant

<b>Job ID</b>	<b>DD-3B-21-59-F5-1C</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=DD-3B-21-59-F5-1C">https://careers.indigenous.link/viewjob?jobname=DD-3B-21-59-F5-1C</a>
<b>Company</b>	Jorgen Dance
<b>Location</b>	Toronto, Ontario
<b>Date Posted</b>	From: 2024-05-27 To: 2024-06-26
<b>Job</b>	Type: Full-time Category: Office
<b>Job Start Date</b>	July 2, 2024
<b>Job Salary</b>	\$17.25/hour
<b>Languages</b>	English

French is an asset

### Description

The Administrative Assistant provides administrative and clerical support at Jorgen Dance to ensure the daily operations of the Company run efficiently and effectively. This position is an excellent entry level position for anyone who is interested in working in the arts and/or non-profit industries, exposing the individual to all aspects of arts administration. The Administrative Assistant will assist with general office management & administration, accounting, marketing, database maintenance, fund development, studio rentals. The position will require exceptional time management and organizational skills, and the ability to multitask as it often requires switching between different tasks throughout the day.

Responsibilities include but are not limited to:

- Filing, photocopying, scanning
- Processing, distributing, posting mail
- Managing the Company's general email inbox and main telephone line
- Raiser's Edge Database Maintenance (data entry, record processing) - training provided
- Work with Prepared Itineraries - training provided
- Data entry and Research
- Assistance with marketing as needed (updating website, e-newsletters, research)
- Assistance with accounting (invoices, managing deposit logs, receipts' retrieval)
- Coordinating studio bookings
- Other duties as required

### Essential Skills

- Proficiency with Microsoft Word and Excel is a must
- Exceptional attention to detail is a must
- Strong written and verbal communication skills
- Punctual and able to perform tasks independently
- Ability to learn quickly and take initiative

### Work Environment

Employment Length and Hours:  
8 weeks (35 hours/week); working hours are between 8am-6pm Monday-Friday (first week working days will be Tuesday-Saturday), occasional weekends or evenings might be required.

Work Location:

Jorgen Dance Head Office 160 Kendal Ave, Bldg. C, Rm. 126, Toronto, ON M5R 1M3

### Additional Skills

Some experience with Outlook, Office 365 and/or SharePoint is a major plus  
Knowledge of and experience with WordPress is an asset

### Other

This job is made possible through the Government of Canada's Summer Jobs Program. Candidates must be between 15 and 30 years of age AND be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.

**How to Apply**

Email resume and cover letter to [aleksandra@balletjorgen.ca](mailto:aleksandra@balletjorgen.ca) with the subject "Administrative Assistant" by June 14, 2024. In-person interviews will be conducted between June 18th-20th.

We thank all applicants, however only those selected for an interview will be contacted. No phone calls/emails please.