



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

Date Printed: 2024/04/30

Partnership & Programs Assistant

Job ID	368399-1-4190	
Web Address	https://careers.indigenous.link/viewjob?jobname=368399-1-4190	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2022-09-19	To: 2050-01-01
Job	Type: Part-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority. In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our next chapter. The team

The DMZ is a world-leading startup incubator equipping the next generation of tech entrepreneurs with the tools needed to build, launch, and scale highly impactful startups. By providing connections to customers, coaching, capital, and a community, the DMZ's customized approach helps innovators reach the next milestone in their entrepreneurial journey – whatever that might be. Through its award-winning programming, the DMZ has helped more than 700 startups raise \$1.76 billion in capital and create 4,700+ jobs. Headquartered in Toronto, Canada with globally-accessible programming, the DMZ has a widely-recognized international presence with offices in Vietnam and India, and partnerships across North America, Latin America, Africa and Asia.

The Opportunity

The Programs and Partnership Assistant plays a key role in providing administrative support to the Sr. Director, Programs and Partnerships and the team. . The Assistant will implement and maintain

internal office practices and procedures to support the efficient operation of the office, and will assist the sr. director with managing international partnerships.

Responsibilities will also include:

- Assists the Sr. Director and the Programs & Partnerships team with scheduling and coordinating meetings.
- Prepares and updates correspondence including reports, memos, letters, course materials, presentations and e-mail using a variety of word processing, presentation and spreadsheet applications for a variety of stakeholders, DMZ management, and international partners
- Arrange facilities for meetings and provide on-site assistance as necessary.
- Monitors supply inventory, receiving supply requests and replenishing as required.
- Provides logistical support for events which may include tracking attendance, the arrangements of food and venue, production and distribution of invitations and assisting with other logistical details.
- Provides front-line reception for the department

Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Completion of a post-secondary certificate program in office administration, business administration or a related field.
- Minimum of 2 years of experience in a similar role within an office environment.
- Fluency in Japanese is a strong asset
- Experience in word processing, report preparation, office procedures/practices, scheduling and event coordination.
- Demonstrated knowledge of MS Office (Word, PowerPoint, Excel, etc.) as well as administrative, client service, oral and written communication, and time management skills.

Additional Information

Position Number(s) 20002616
Reports To Sr. Director, Programs and Partnerships
Vacancy Type TERM
Employee Group OPSEU
Work Location Toronto
Start Date ASAP
End Date 1 year from start date
Hours of Work 36.25
Grade and Step Grade 8
Salary Scale 54,382.27 to 59,424.99
HR Advisor Pooja Minutaglio
Application Close Date November 6, 2022

Additional Notes:

- Qualified OPSEU candidates will be considered before members of other employee groups.
- Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis.

- We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications.
- As part of the selection process, candidates may be required to complete an occupational assessment.
- Applications will only be accepted online through Toronto Metropolitan University's career site.
- Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.
- We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, starting with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please reach out to: hr@ryerson.ca. All information received in relation to accommodation will be kept confidential.

For more information, visit [Toronto Metropolitan University for Partnership & Programs Assistant](#)