

## **Finance/Administration Assistant**

Position: Summer Student  
Hours: 33 hours per week for 10 weeks  
Supervisor: Executive Coordinator

The CRC is an innovative, impactful, collaborative mid-sized, multiservice agency that has proudly served the Regent Park and surrounding neighbourhood for over 50 years. In 2012, the CRC opened a beautiful new building and a new chapter in its history. Our building has a 5000 square foot community hub of program space and we host the only not-for-profit social housing in Regent Park. We are home to the Regent Park Community Food Centre (RPCFC), one of 8 Community Food Centres established across the country in partnership with Community Food Centres Canada. Food Centres are dynamic community spaces where people come together to cook, grow, share, and advocate for good food. The CRC works with low-income community members to build capacity to change situations and conditions for the better, both in their own lives and in the wider community.

The Finance/Admin Assistant will assist administrative and management teams at the CRC, enabling efficient and smooth operation of key programming that aims to reduce food insecurity, provide stable housing and alleviate poverty in Regent Park.

This is an ideal opportunity for a post secondary student looking to build a variety of skills in finance and administration. They will develop skills in administration/reception, donation processes, finance admin, and Health and Safety. This is a great opportunity to be exposed to a community-facing non-profit environment.

### **Responsibilities:**

- Support general administration, including reception duties, manage a 5-line telephone system, and respond to inquiries of participants and various stakeholders
- Support program and volunteer administration, such as tracking schedules, evaluation and statistics
- Assist with facilities management, including receiving, organizing, and tracking office supplies
- Assist with general filing and document organization
- Support basic data entry from finance and fundraising departments
- Support basic bookkeeping tasks such as expense reimbursement, processing petty cash, etc
- Support basic HR processes
- Assist with Health and Safety processes
- Support the development of financial procedures and checklists as directed by the Business/Finance Manager
- Participate as a CRC team member

### **Qualifications:**

- Currently enrolled in a postsecondary administration, business or finance program
- Interest in not-for-profits
- Meticulous, detail oriented
- Experience with finance, administration, HR an asset



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- Quick learner, ability to process new information
- Analytical, enjoys working with numbers and data
- Strong written and verbal communication skills
- Demonstrated ability to work sensitively with people of diverse backgrounds who experience poverty/discrimination
- Excellent interpersonal skills; team player
- Ability to speak a language relevant to the Regent Park neighbourhood is an asset (Mandarin, Bengali, Tamil, Vietnamese, Somali or other)
- Familiarity with the Regent Park neighbourhood an asset

A Vulnerable Sectors Police Reference Check will be required for this position.

Due to funding requirements, candidates must be between 15 and 30 years of age, registered as a full-time student during the preceding academic year, and intending to return to school on a full-time basis during the next academic year. Internationally registered students are not eligible.

This position will be a member of CRC Local #2864.

Please submit your resume and cover letter in one Word or pdf document, with "Finance/Administration Assistant" in the subject of your email, by **Friday May 18, 2018 at noon** to [hiringlead@tcrc.ca](mailto:hiringlead@tcrc.ca) or in person at the CRC, 40 Oak Street.

*CRC encourages applications from people representing the diverse community we serve. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), CRC will provide accommodations to job applicants with disabilities throughout the recruitment process. If you require any accommodations, please notify us and we will work with you to meet your needs.*

*We thank all candidates for their interest, but only those selected for an interview will be contacted.*