



NCSY Canada is Hiring!
Fundraising Office Administrator - Summer Position (8 Weeks)
Toronto-based | In-Office

Be Behind the Scenes of High-Impact Community Events
Learn How Fundraising Actually Works

NCSY Canada is seeking a motivated and organized **Office Administrator** for an **8-week summer placement** to support our office administration and event coordination team.

This role is ideal for a student or youth candidate interested in nonprofit operations, event planning, or fundraising.

The successful candidate will work closely with experienced staff members and receive daily mentorship, supervision, and professional guidance. This role is designed to build practical workplace skills in organization, communication, teamwork, and professional office procedures.

What You'll Actually Be Doing

Campaign & Event Administration

- Provide administrative support for organizational campaigns and events, including golf tournaments, private dinners, and parlor meetings
- Assist in preparing campaign materials, presentations, and digital communications
- Support event logistics, scheduling, and coordination
- Help ensure all event materials and communications are prepared in a timely manner

Community Engagement

- Attend key events as needed
- Support event setup, guest coordination, and follow-up communication
- Assist staff in promoting organizational initiatives within the community
- Represent the organization in a professional and welcoming manner at all times

Reporting & Office Support

- Assist with general office administration, filing, and document organization
- Support planning timelines and task management for future initiatives



- Participate in team meetings and strategy discussions
- Perform general clerical duties, including data entry and correspondence support
- Maintain organized records and assist with office workflow as required

What You'll Gain

- Strong, real-world portfolio content
- Experience inside a national nonprofit organization
- Mentorship from mission-driven leadership
- Connections within Toronto's Jewish community
- Resume-worthy marketing experience (not just internship busywork)

The Details

- 8-week contract
- \$17.60/hour
- Short Fridays for Shabbat

Apply

Email your resume and cover letter to ncsycahr@ncsy.org Subject line: **OFFICE ADMIN**

We thank all applicants for their interest; only those selected for an interview will be contacted.