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## Canada Summer Jobs, Administrative Assistant, Fundraising Job Description

November 4, 2025

The Redwood assists women and children to live and thrive free from abuse, homelessness, and poverty. Core services include a 39-bed emergency shelter, 24/7 access to counsellors through text, live chat and telephone crisis lines, employment initiatives to help survivors become economically self-sufficient, and anti-violence intervention and prevention counselling that Redwood caseworkers bring directly to survivors living in neighbourhoods all over the GTA.

As an organization, we demonstrate our commitment to our mission by working from a client-centered, feminist, anti-racist and anti-oppression framework. We are committed to social change through learning, collaboration, and advocacy.

### Job Summary

The Redwood is looking for an Administrative Assistant to work with the organization's Fundraising and Communications department. The Administrative Assistant, reporting to the Senior Director of Fundraising and Communications will assist the department in its daily administrative duties.

### Main Responsibilities

- Makes "thank you" notes to donors.
- Meets donors at the shelter location who are looking to make item donations such as toiletries, or clothing and assisting staff to carry items into shelter for storage and distribution to residents.
- Provides support for stewardship events and activities as needed.
- Runs errands in the community using the TTC.
- Assist the Fundraising and Communications Department in overall administrative duties.

### General

- Adhere to all policies, procedures, guidelines, routines, and requirements of The Redwood.
- Abide by The Redwood's Code of Conduct/HR Policies.
- Punctually attend meetings and supervision. Fully participates in team discussions, information sharing and ideas.
- Contribute to the building of a cohesive and motivated team that works in an environment that is flexible, adaptable, and open to continuous learning, unlearning and change.
- Maintain confidentiality of all The Redwood organizational information.
- Demonstrate excellent judgement and an ability to work independently.
- May be assigned other responsibilities, within reason, as determined by the manager.

### Working Conditions

- Work in a standard office setting, 5 days a week, up to 7 hours a day.
- Occasional off-site work may be required.

Schedule: Monday to Friday, 9am to 5pm

Reports To: Associate Manager, Fundraising and Leadership Support

**The Successful Candidate Will Possess the Following Qualifications**

- Fulfill the requirements of the Canada Summer Job qualifications.
- Complete a valid background check.
- Proof of full Covid-19 Vaccination or proof of medical exemption.
- Flexibility working occasional weekends or evenings.
- High degree of integrity with the ability to handle confidential and sensitive information and issues.
- Good handwriting skills and interpersonal skills.
- Able to multitask in fast paced and dynamic work environment and work independently.
- Ability to lift up to 20 lbs.

The Redwood is committed to the development of a staff and management team that reflects the diversity of the communities we serve. Applications from Indigenous Women, Women of Color, 2SLGBTQ+ and Women with disabilities are strongly encouraged.

The Redwood provides accommodations during all parts of the hiring process upon request to applicants with disabilities. If contacted, please advise of any accommodations required.

Please note that as a congregate living setting, The Redwood requires all its workers to be fully vaccinated against Covid-19. Proof of full vaccination status or proof of medical exemption will be required to be considered for the position.