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Canada Summer Jobs, Administrative Assistant Job Description

November 5, 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 Administrative Assistant will be working under direct supervision of the Senior Director, Fundraising and Communications and alongside the Digital Fundraising, Communications and Marketing Coordinator. This role will support in administrative duties, participate in Redwood events, create posts for social media and other communications and marketing tasks as required.

Duties and Responsibilities

- Assist Fundraising Team in stewarding donors, especially Summer Fun campaign donors, by designing and preparing print and digital 'thank you' cards and social media posts.
- Assist in designing the annual Summer Fun report.
- Create social media posts as directed.
- Scan archival photos and documents and upload them to the digital asset management platform (Dropbox).
- Attend Redwood events and outings to take photos.
- Attend external Redwood community events, including interacting with the public to share information about our work.
- Assist setting up for Redwood meetings, internally and externally.
- Assist with pickup and drop-off of Redwood mail.
- Run errands in the community using the TTC.

- Assist Fundraising, Communications and Marketing team in fulfilling communications needs.

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: Senior Director, Fundraising and Communications

The Successful Candidate Will Possess the Following Qualifications

- Fulfill the requirements of the Canada Summer Job qualifications.
- Complete a valid background check.
- Proof full Covid-19 Vaccination or proof of medical exemption.
- High degree of integrity with the ability to handle confidential and sensitive information and issues.
- Able to multitask in a fast paced and dynamic work environment and work independently.
- Experience using and navigating Canva software.

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.