

**Job Title: Information and Special Projects (Canada Summer Jobs)**

**Location: Toronto (Hybrid)**

**Work Period: 3-4 months (contingent on funding)**

**Hours: 37.5**

**Pay: \$22.00/hr**

**Deadline: May 6<sup>th</sup> 2024**

**About Rooftops Canada:**

Rooftops Canada-Abri International (RC-AI), the international development program of Canadian co-op and social housing organizations, with 40 years experience and partnerships with organizations in the global south. It has assisted partners influence policy and develop highly innovative practices related to housing development, management, and finance; local economic development; linking urban food security, urban agriculture, and housing spaces; while consistently mainstreaming gender equality, human rights and participatory governance.

Rooftops Canada's current project, Women's Spaces Project (WSP) is contributing to the enhanced implementation of women's equitable rights to and control over land, housing, and livelihoods in urban environments in Angola, Kenya, South Africa, and Uganda. WSP also contributes to poverty reduction and deliver meaningful change to poor and vulnerable women and girls living in urban and peri-urban informal settlements. The project is implemented by Rooftops partners within their countries. This project is directly aligned both with Canada's Agenda 2030 commitments and its Feminist International Assistance Policy (FIAP).

**Summary of the position:**

The Information and Special Projects Administrator is responsible for providing support for information management and special projects, including the planning, coordination and implementation of initiatives as directed by management. This position requires organization of various tasks, a solid level of knowledge and/or enthusiasm to learn about information management and sound judgement. The information and Special Projects Administrator will be responsible for fulfilling administrative, IT and communications tasks to support multiple small to medium scale projects.

**Key Responsibilities:**

- Support internal activities related to all ongoing projects as required.
- Attend meetings and assist with planning, coordination and implementation of project requirements.
- Support the data organization of internal information (Sharepoint)
- Assist in preparation of documents.
- Support communication and IT initiatives.
- Organize digital library for internal documents.
- Create appropriate metadata (tags) to ensure proper organization of organizational information.
- Research and participation in various brainstorming activities.
- Support new initiatives, collateral support, data administration and/or other key processes.
- Collaborate with Rooftops Staff on assigned projects.
- Support reporting, finance and documentation requirements of organization.
- Ongoing research to update and/or improve processes.
- Perform other related duties and special projects as assigned.

**Qualifications:**

- Minimum Education: Post-secondary education (currently enrolled) in Library Science; International Development; Communications or related field.
- Minimum Experience: 0 years' experience in same or similar role. Seeking interested and qualified individuals with enthusiasm, reliability and accountability. Training will be provided.
- Excellent time management skills.
- Excellent communication and interpersonal skills.
- Excellent written communication skills.
- Proficient in the use of Microsoft Office programs (Word, Outlook, Excel, PowerPoint).
- Proficiency or Experience in Sharepoint, a big plus.
- Excellent organizational skills.
- Ability to prioritize and multitask.
- Ability to understand and interpret written documents.
- Strong ability to problem-solve.
- Ability to work in a team-oriented environment.

**How to Apply:**

If you'd like to join our team, please send in a cover letter and resume to [jobs@rooftops.ca](mailto:jobs@rooftops.ca) with "Information and Special Projects (Canada Summer Jobs)" in the subject line.

Rooftops Canada is committed to the principle of equal opportunity and does not discriminate based on race, national or ethnic background, religion, age, gender identity, sexual orientation, family status, or disability. We encourage candidates from underserved or historically marginalized groups to apply. If you face barriers related to your intersectional identities and want to inquire about individualized application support, please contact us at [info@rooftops.ca](mailto:info@rooftops.ca).

Rooftops Canada  
Abri International



The deadline for application is Monday May 6<sup>th</sup>. We thank all applications for their interest. Only those selected for an interview will be contacts.