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**YOUTH EMPLOYMENT OPPORTUNITY
ADMINISTRATIVE & ACCOUNTING ASSISTANT
CONTRACT: 7-WEEKS, 30 HRS/WK**

OVERVIEW OF JOB

Earth Path is a non-profit organization based in the Ottawa region, dedicated to fostering meaningful relationships between people and the natural world. Since 2013 we have offered programs for people of all ages, including nature school programs for children, field walks for adults, and workshops for teachers, aiming to support the growth of healthy, whole communities.

Earth Path is seeking to fill the position of Administrative & Accounting Assistant to help with bookkeeping, managing financial records, and other office duties that may include basic communications/outreach. This position is for youth who have experience with accounting software, are detail oriented, and are inspired to work for an organization with a feel-good mission.

TASKS AND RESPONSIBILITIES:

- assist Executive Director with book-keeping, financial data entry in Quickbooks, and reconciling accounts
- process accounts payable and receivable
- respond to email inquiries
- compile and file records, photocopying, scanning and printing documents as needed
- assist with social media, newsletter, and program promotion as needed

PREFERRED QUALIFICATIONS/SKILLS

- experience with accounting/bookkeeping software, especially Quickbooks
- excellent communication skills, verbal and written
- detail oriented, well organized, and responsible

CONTRACT TERM AND LOCATION

Start Date: as soon as possible

Duration: 7 weeks

Pay rate: \$16/hr at 30 hrs/week (i.e. 4 days/week).

Work location: Office at 2391 Pepin Court (Just Food Farm)

ELIGIBILITY CRITERIA

The successful applicant must be an individual who:

- is between 15 and 30 years of age (inclusive) at the start of employment;
- is a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act* and;
- is legally entitled to work according to the relevant Ontario legislation and regulations.

*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

***Preference will be given to applicants** who self-identify as a member of a group that is underrepresented or faces additional barriers to the labour market: recent immigrant and refugee youth, youth previously never employed, Indigenous youth, and women in STEM.

TO APPLY: If interested in joining our team, please send your cover letter and resume to Bryarly McEachern at jobs@EarthPath.ca **ASAP**. Applications will be considered as they are received, until position is filled. Contact us at 613-858-8822 if you have questions. We thank all those who apply. Only those selected for further consideration will be contacted.