

## Program Assistant

The Advocacy Centre for Tenants Ontario (ACTO) works to advance human rights and justice in housing for low-income Ontarians through legal advice & representation, law reform, training and education.

ACTO is seeking a creative and dynamic individual with strong technical and communications skills to join its small team of professionals to advance its mission.

**Responsibilities** include:

- Monitoring housing conferences across the province.
- Tracking government calls for consultation on housing issues
- Event planning
- Uploading web content and tracking web analytics
- Monitoring ACTO's social media sites
- Providing legal information and referral services to tenants calling ACTO
- Working with a process server to provide legal support.
- Providing project and administrative support to staff and programs.

The ideal candidate will be a self-starter motivated by an opportunity to work in a collaborative environment. They will also possess the following skills and qualifications:

- Post-secondary education
- 2 or more years of experience in a related role, preferably in a not-for-profit environment.
- Strong oral and communication skills
- Strong interpersonal skills
- Strong technical skills in Office software and various organizational communication tools.
- Ability to prioritize and manage time when presented with competing priorities
- French language skills an asset
- Law clerk designation as asset.

This is a 1-year contract unionized position with a strong possibility of extension. The salary range of \$50,000 - \$55,000 and includes 4 weeks vacation. Please email your cover letter and resume to the attention of the Hiring Committee with Program Assistant in the subject line to [Tessy.Thomson@acto.clcj.ca](mailto:Tessy.Thomson@acto.clcj.ca) on or before April 19, 2024.

ACTO is an equal opportunity employer and is committed to establishing and maintaining a diverse and inclusive workplace and encourages applications from equity seeking groups including but not limited to individuals of indigenous descent, individuals who identify as LGBTQ2+, persons with disabilities, members of racialized communities, people of diverse faiths and creeds, and women.

We thank all applicants; however, only candidates selected for an interview will be contacted.