



SEASONAL LEARNING & ENGAGEMENT OFFICE SUPPORT

POSITION DURATION: June to October 2022

PAY RATE: \$15.00

We are recruiting for an energetic seasonal employee with excellent interpersonal and organizational skills to provide clerical and administrative support to the Learning & Engagement branch. This position will also assist and provide support in implementing the approved Strategic Plan.

RESPONSIBILITIES:

Assists with clerical and administrative support for Learning & Engagement programs including, but not limited to responding to inquiries (via phone, email, in person), coordinating bookings with external clients, entering bookings into databases, sending confirmations, and assisting with related administrative tasks.

Assists with maintaining accurate records/statistics for Learning & Engagement programs and report writing.

Assists in ensuring the smooth operation of programs and comfort and care of participants by daily communicating with the staff involved in program delivery, as well as other internal departments.

Assists in setting up program spaces and ordering/picking up supplies as required.

Assists in the co-ordination of new programs or projects as required.

Assists in the production of educational materials / resources as required.

Other related duties as assigned by Supervisor(s).

QUALIFICATIONS:

Enrolled in post-secondary education; preferably in the field of education and/or biology and/or non-profit administration.

Knowledge of and ability to use basic office equipment and proficient with computer programs including Microsoft Office and CRM databases.

Demonstrated ability to provide excellent customer service.

Demonstrated ability to communicate and collaborate respectfully with others, in person and via email/telephone.

Proven organizational ability and attention to detail.

Ability to work independently and as part of a team to accomplish tasks.

Capable of maintaining accurate, up to date, and comprehensive records.

Proven writing skills to allow for the preparation of resource materials, training materials, articles / newsletters, correspondence, and concise but accurate reports.

Knowledge of the Toronto Zoo and its exhibits an asset.

Demonstrated awareness of and commitment to environmental practices.

Demonstrated knowledge of plants/animals/conservation issues, and the ability to pass this information on to others is an asset.

Ability and willingness to work shifts, weekends, and evenings.

If interested in this position, please click on the link below and complete the instructions on the questionnaire. You will be required to submit your resume and cover letter **no later than 2022-06-26.**

To apply click here: <https://forms.office.com/r/cMsMEZZRh0>

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

The successful candidate may be required to provide a Police Reference check and/or Drivers Abstract at their own expense upon commencement of employment.

The Toronto Zoo provides accommodation for employees with disabilities, as defined under the Ontario Human Rights Code. If contacted for an interview, and you require specific accommodation for the interview process because of a disability or a medical need, then please advise the person contacting you of your requirements, so that arrangements can be made for the appropriate accommodations to be in place before you begin the interview process.

The Toronto Zoo respects the principles of equity, diversity and inclusion and seeks to model these principles in all that we do. We are committed to fostering an inclusive workforce where all employees feel respected, supported and valued. We strive to create an environment that represents the rich diversity of our guests and our community and encourage applications from all qualified individuals who can contribute to enhancing our commitment to equity, diversity and inclusion. The Toronto Zoo supports equity in employment and encourages applications from those who belong to the Government of Canada's employment equity designated groups: women, Indigenous (First Nations, Inuit, Métis), persons with disabilities and members of racialized groups/members of racialized communities. Applicants from other traditionally marginalized communities (i.e. 2SLGBTQ+) are also encouraged to apply. We are committed to accommodating applicants with disabilities to fully participate in the recruitment process.

Please be advised the Toronto Zoo requires mandatory COVID-19 vaccinations for employees.