

EMPLOYMENT OPPORTUNITY

Administrative Assistant (Part-Time, Hybrid)

Position Type: Part Time; 15 - 20 hours/week

Location: Hybrid role, 1-2 in office days required (Toronto)

Compensation: \$35-40/hour

Start Date: October 6, 2025

About the Role //

Yellowhead is growing! We've just moved into a new space and have an exciting range of projects and collaborations underway. To help keep everything running smoothly, we're looking for a highly organized and reliable Administrative Assistant to support our work. In this role, you'll provide operational, communications, and general administrative support across the team. We're looking for someone who is detail-oriented, a strong communicator, and comfortable managing multiple priorities. You're proactive and resourceful in your approach to problem-solving.

As Administrative Assistant, you'll play a key role in supporting day-to-day operations, including meeting scheduling, data tracking, communications (website updates/social media posting) and space management. You'll also collaborate closely with the Operations team to help ensure that internal processes are smooth and effective. This is an opportunity to learn about the inner workings of Yellowhead, contribute to meaningful projects, and be part of a dynamic and hardworking team.

About Yellowhead //

Yellowhead Institute is an Indigenous-led research and education centre based in the Faculty of Arts at Toronto Metropolitan University. The Institute privileges Indigenous philosophy and amplifies Indigenous voices that provide alternatives to settler colonialism in Canada today. Rooted in community networks, Yellowhead offers critical and accessible resources to support the reclamation of Indigenous land and life.

Role Responsibilities //

Office & Operations

- Coordinate office space needs, supplies, and purchases as well as gathering space bookings;
- Support and execute ordering of promotional items, gifts, and other materials;
- Support and track payments across multiple cost centres;
- Provide logistical support for space management, meetings, events, and team gatherings (notes, ordering catering, etc.)
- Schedule and coordinate meetings, including agendas and minutes
- Assist with booking travel arrangements and itineraries
- Manage calendars and provide general administrative support as required

Communications & Digital

- Assist with managing social media channels and scheduling/posting content
- Support with simple website updates and maintenance
- Manage and triage the general organizational email inquiries

Data & Tracking

- Maintain accurate records and databases
 - Media mentions, Google Drive maintenance
 - Support impact measurement and tracking of organizational outcomes
 - Monitor and report on analytics (e.g., Google Analytics, social media insights)

Qualifications //

Required

- Minimum 2 years of administrative or office support experience
- Strong organizational and time management skills with the ability to prioritize competing tasks, anticipate needs and be resourceful
- Excellent written and verbal communication skills
- High degree of comfort with Google Suite, Zoom, and online environments, preferably iOS
- Comfort with digital tools such as social media platforms, content management systems, and basic data tracking
- Proven ability to maintain accuracy, attention to detail, and confidentiality
- Ability to work independently and collaboratively in a team environment

Preferred

- Education, work, and/or lived experience in Indigenous governance/education/community contexts
- Experience providing event coordination support
- Experience using Wordpress and Canva
- Interest in supporting social media
- Experience/interest in tracking and reporting on Google analytics

Application Instructions //

- **Deadline:** Monday, September 22, 2025, 11:59pm
- **Required Documents:** Resume and cover letter
- **Email applications** to info@yellowheadinstitute.org; please send as one single PDF, saved as "First Name, Last Name Admin Support Position"