

JOIN OUR TEAM & HELP TRANSFORM LIVES

Agence Ometz is a Jewish human services agency offering social, employment and immigration services to help people fulfill their potential in order to secure a vibrant, growing community where people care for themselves and each other. Our work is guided by our core values of self-sufficiency, inclusivity, human dignity, caring communities and excellence.

Meaning courage in Hebrew, Ometz is a reflection of the courage of those who seek our support in transforming their lives.

By joining Ometz, you will work with a team of professionals who are compassionate, engaged and inspiring at an organization that has been consistently ranked in Leading Edge surveys, by our own exemplary staff, as a highly supportive and meaningful place to work. Help make our vision a reality – **Apply today!**

Grants Administrative Assistant

Summer Contract- 8 weeks, 35 hours per week

Anticipated start date: June 22, 2026

JOB SUMMARY

The Grants team is seeking an Administrative Assistant starting June 22, 2026. The selected candidate will have the opportunity to engage in a variety of research related tasks and responsibilities that will contribute to the success of grant-funded projects.

RESPONSIBILITIES

- Conducting research to identify potential grant opportunities that align with the organization's goals
- Assisting in the collection of data for purposes of grant applications
- Entering and organizing collected data
- Contributing to the preparation of reports and grant applications
- Maintaining organized records of grant-related materials and research data

REQUIREMENTS

- Enrolled in and/or a graduate of a post-secondary program
- Interest in research and data collection

The following are eligibility requirements dictated by the Canada Summer Jobs program. In order to apply for this position, you must:

- Be between 15 and 30 years of age at the start of the employment,
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Please submit your CV and letter of interest to HR@ometz.ca

This position requires the selected applicant to undergo vulnerable sector police check.

We thank all candidates for submitting their résumés. Only those selected for interviews will be contacted.