

Canada Summer Jobs funded position

Records Administrator

8 week contract

Start Date: June 8, 2026 End Date: July 31, 2026

Hourly wage \$17.60, + Vacation payment
35 hours per week

Can be remote

English level: Minimum a level 6 CLB or intermediate

Version: #1

Overview

The Records Administrator will support internal communications, data management, and documentation for Grassroots Response to the Ukrainian Crisis. The youth will prepare communication templates, organize files, manage donor and sponsorship databases, create general outreach materials, and support communications with volunteers. They will assist in preparing newsletters, updating website content, organizing digital assets, and ensuring donor information is well maintained. The youth will collaborate with volunteers and may help coordinate volunteer tasks under staff supervision. They will not participate in fundraising or solicitation activities.

Tasks & Responsibilities

- Maintain and update donor and sponsorship databases.
- Prepare communication templates (letters, thank-you notes, welcome messages).
- Draft internal summaries and reports related to donor engagement activities.
- Assist in creating general outreach materials (brochures, newsletters, website text).
- Organize digital files, photos, event materials, and communications resources.
- Assist with creating content for public updates (non-fundraising).

Skills Development Plan

Youth will develop the following skills:

Skill Area	Development Activities
Adaptability	Handling changing communication priorities and shifting between donor, volunteer, and internal documentation tasks.
Collaboration	Working with staff and volunteers to coordinate communication efforts and verify information.
Communication	Drafting professional and sensitive communication materials (templates, summaries, reports, and outreach content).
Creativity & Innovation	Developing new communication templates and suggesting engaging content ideas for newsletters and public updates.
Digital Skills	Using database systems, managing digital assets, and updating website content/newsletters.
Numeracy	Tracking and summarizing data related to donor and sponsorship engagement for reports.
Problem-Solving	Resolving inconsistencies in donor/sponsorship database information or troubleshooting communication delivery issues.

Mentor Provides:

- Training in nonprofit data interpretation¹
- Skill development in reporting, impact measurement, and documentation¹
- Access to historic datasets and templates¹
- Professional guidance on building a career in data, analysis, or nonprofit operations

In order to be eligible, participants must:

- Be between 15-30 years of age, at the start of the funded position.
- Be a Canadian Citizen, permanent resident, or someone to whom Refugee Status has been granted/conferred.
- Have a valid SIN
- International students, and those who are here in Canada on a work, youth, or visitor visa/permit are not eligible for the program.

**This job description pay change. Please reference the job description version code when applying.*

Apply even if you do not believe you have all of the qualifications. We prioritize people who want to make a difference, are dedicated, hardworking, and show an ability to learn.