



Administrative Assistant – Summer Intern Job

Description About Black Opportunity Fund (BOF)

Black Opportunity Fund is a community-led, non-profit organization dedicated to dismantling systemic barriers faced by Black Canadians. We mobilize capital, partnerships, and long-term solutions to advance economic and social empowerment across Black communities. Our work spans education, health, entrepreneurship, arts & culture, and more

— all rooted in equity, collaboration, and sustainable impact.

Joining BOF means contributing to meaningful change while gaining hands-on experience in a dynamic, mission-driven environment.

About the Role

The Administrative Assistant Summer Intern will support BOF's operations, programs, and stakeholder engagement efforts. This role is ideal for a student or emerging professional who is highly organized, detail-oriented, and passionate about community impact. You'll work closely with BOF staff, volunteers, and partners to ensure smooth day-to-day operations and contribute to key initiatives.

Placement Details

- **Duration:** 16 weeks
- **Compensation:** \$22 – \$25 per hour
- **Location:** Toronto ON (Hybrid, 2 days per week in office)
- **Reporting to:** Operations and HR Manager

Key Responsibilities

Administrative & Office Support

- Provide general administrative support including scheduling, email management, and document preparation
- Assist with organizing digital files, maintaining databases, and updating internal records
- Support meeting logistics: preparing agendas, taking minutes, and coordinating follow-ups

- Help track program metrics, compile reports, and support evaluation activities
- Conduct research to support program development and organizational planning

Communications & Stakeholder Engagement

- Draft and edit internal and external communications (emails, newsletters, social posts)
- Support outreach to community partners, donors, and stakeholders

Special Projects

- Contribute to cross-functional projects aligned with BOF's mission
- Provide support to team members as needed in a fast-paced, collaborative environment

Qualifications

- In the 3rd or final year of completing a degree in business administration, social sciences, communications, or related field
- Strong organizational and time-management skills
- Excellent written and verbal communication abilities
- Strong knowledge and experience using Microsoft Excel and familiarity with other Office applications
- Ability to work independently and collaboratively
- Interest in social justice, community development, and equity-focused work

Eligibility Criteria

This job is partially funded by Canada Summer Jobs and candidates must meet the following eligibility criteria:

- Be between 15 and 30 years old at the start of their summer job
- 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 job **and**
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
 - This includes having a valid Social Insurance Number at the start of their summer job

What You'll Gain

- Hands-on experience in nonprofit operations and community impact work
- Mentorship from experienced leaders in social innovation and equity advocacy

- Opportunities to contribute to meaningful, high-impact initiatives
- Skill development in administration, project coordination, communications, and stakeholder engagement
- A supportive, inclusive environment that values your voice and ideas

How to Apply

Interested candidates are invited to submit a **resume and cover letter as a single PDF file** outlining their interest in the role and alignment with BOF's mission to:

BOF_HR@blackopportunityfund.org

Posting Timeline

Post Date: May 15, 2026

End Date: May 22, 2026