

JOB POSTING

Position Title:	Equity Project Assistant
Location:	Halifax, NS
Type:	Full-time (35 hours/week)
Reports to:	Program Manager
Salary	Starting salary of \$47,000 annually, plus a comprehensive benefits package
Start date:	As soon as possible
Working conditions:	ARAISA staff work in a hybrid environment which includes a minimum of 2 days per week in the ARAISA office. Travel within the Atlantic Region is occasionally required.

THE OPPORTUNITY

The [Atlantic Region Association of Immigrant Serving Agencies \(ARAISA\)](#) is looking for a Project Assistant to join its growing team.

Reporting to the Program Manager, and working closely with the Equity Project Lead, the Project Assistant will support the delivery of ARAISA's "Empowering Equity-Deserving Organizations for an Inclusive Settlement Sector" project, a three-year initiative funded by Immigration, Refugees and Citizenship Canada to provide funding and targeted support to organizations representative of racialized communities, migrant women, and 2SLGBTQI+ populations to increase their participation in the settlement sector. The Project Assistant role supports outreach, events, data collection, committee work, tool development, financial reconciliation, and other processes.

ABOUT THE ORGANIZATION

ARAISA is a non-profit umbrella association which serves as a collective voice and forum for its more than 40 member organizations who are committed to the settlement and integration of immigrants and refugees in the Atlantic Region. ARAISA works to increase the effectiveness of its members through its initiatives to support the sector and its contributions to regional and national forums. ARAISA provides professional development and networking opportunities, facilitates information and resource exchange, hosts sector-specific working groups, convenes meetings with key stakeholders, and represents its members through national bodies, with the goal of having a positive impact on settlement and integration policies and practices.

WHY ARAISA

- **Collaborative Culture:** ARAISA is not just an organization; it's a community of passionate individuals committed to transforming lives. Join a collaborative and supportive work environment where your ideas are valued, and teamwork thrives.
- **Inclusive Work Environment:** ARAISA is committed to equity, diversity and inclusion. Your unique background and perspectives are not only welcome but celebrated. Join a workplace that recognizes and values the richness of diverse experiences.

- **Professional Development:** ARAISA believes in nurturing talent. As a team member, you'll have access to professional development opportunities, ensuring your skills stay sharp and you continue to grow in your career.
- **Impactful Initiatives:** ARAISA is at the forefront of initiatives that make a real difference in the immigrant settlement sector. Be part of projects that contribute to positive changes.
- **Comprehensive Benefits:** Enjoy a competitive benefits package and health plan that prioritizes your well-being.
- **Financial Security:** Benefit from employer-matched RRSP contributions (up to 5% of salary) after one year, ensuring a secure financial future.
- **Time for You:** Take advantage of 3 weeks of vacation, plus an additional 16 days of paid holidays/time off annually.
- **Wellness Support:** Experience a flexible and accommodating work environment that promotes wellness and fosters a healthy work-life balance

MAJOR RESPONSIBILITIES

- Support outreach to grassroots organizations, focusing on equity-deserving populations in the Atlantic provinces
- Provide support for online and in-person events (e.g. workshops, webinars, and meetings) which may include creating and reviewing supporting materials, sending invitations, monitoring registration, liaising with vendors and subject matter experts, handling logistics, providing technical support, reconciling expenses, and following up on actions as needed
- Maintain up-to-date contact details in a CRM database
- Assist in data and information collection required for tracking, performance measurement, and reporting purposes
- Assist in maintaining and updating ARAISA's Equity Project online learning hub
- Support the project committees by organizing meetings, taking minutes, and sharing meeting materials
- Contribute to the development of tools, forms, and processes to facilitate project delivery
- Collect and review financial reports submitted by funded organizations, reconcile the financial reports with the General Ledger and advance requests, and prepare internal requisition forms
- Coordinate travel for staff and participants for in-person events and site visits
- Ensure accurate communication occurs in both official languages, including the translation of texts and simultaneous interpretation during learning events, where required
- Contribute to a positive team environment where inclusion, trust, learning, and well-being are valued

The Project Assistant is also responsible for:

- Providing support to ARAISA's programs and operations as required
- Representing ARAISA at events or external meetings, when requested
- Other duties or projects as assigned.

EXPERIENCE/QUALIFICATIONS

- Post-secondary degree(s) in a relevant field(s)
- Minimum 2 years of experience in project or program support work, including customer/client service, event planning, minute-taking, and expense processing
- Understanding of equity-deserving populations and grassroots organizations
- Experience maintaining contact lists, conducting email marketing campaigns, and creating forms and surveys
- Excellent skills in Excel and advanced computer proficiency in Word, Outlook, MS Teams, SharePoint, and Zoom
- Content Management System (e.g., WordPress) and CRM proficiency (e.g. Keela) would be considered an asset
- Excellent written and verbal communication skills in English required; Ability to communicate in French is an asset
- Strong interpersonal skills including the ability to consult, collaborate, and work as part of a team
- Strong time management skills, including efficiently prioritizing and managing multiple tasks
- High degree of accuracy and attention to detail, especially in financial-related tasks
- Demonstrated ability to work both independently and cooperatively while taking initiative and accepting responsibility
- Experience in the non-profit or settlement sector is an asset
- Must be legally able to work in Canada

APPLICATION INSTRUCTIONS

Please apply online through the Indeed application process by submitting your cover letter and resume in English, merged into one (1) document. Please ensure that you demonstrate in your cover letter how you meet the above qualifications.

We appreciate the time and effort of all applicants in expressing their interest in the position. Please note that only those selected for an interview will be contacted.

DEADLINE TO APPLY

April 28, 2025, at noon ADT

ARISA is committed to the principles of equity, diversity, and inclusion. We recognize that our strength lies in our diversity. We encourage applications from all qualified individuals who represent the full diversity of communities in Canada, including the intersectionality of gender identity and expression, race, ethnicity, religious belief, national origin, age, sexual orientation, education, ability, language, and socio-economic status.