



OGADEN SOMALI COMMUNITY ASSOCIATION OF ONTARIO (OSCAO)

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OSCAO Summer Jobs

OSCAO is hiring summer students this year again. Hurry up and submit your application before the deadline. The details of the role including the requirements as well as the deadline for application submission are outlined below.

Project Administration Officer (Number of positions/Roles Open: 1)

- Support the Project Manager in the implementation and timely reporting of progress of the OSCAO Community Hub Build Project
- Maintain logs to track issues, action items, risks, queries & change management for the projects & follow up, as required
- Review project & project status files for integrity, accuracy & timeliness
- Coordinate the collection & filing of project documentation in the project repository
- Capture & report on project metrics including time, schedule & cost, on a bi-weekly & monthly basis
- Develop & distribute various Project status reports that are due on a weekly & monthly basis

Eligibility Criteria (You MUST meet all the requirements to be considered for any role):

1. Must be between 15 and 30 years of age at the start of the employment;
2. Must be a current university/college/high school student or a recent university/college/high school graduate.
3. Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and,
4. Must be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Application Procedure:

Applications can ONLY be sent electronically to Ogaden.ontario@gmail.com

Deadline: Your application (**consisting of resume and a cover letter**) must be received at the OSCAO office by July 28th at 5:00 PM Eastern Standard Time (EST)

We thank all applicants for their interest, however only those being considered for interview will be contacted.