

1. Administrative Assistant

Organization: Ethiopian Association of Kitchener Waterloo & Surrounding Area (EAKW)

Location: 65 Hanson Avenue, Kitchener, ON

Start Date: April 20, 2026

Duration: 8 weeks | 35 hours/week

Wage: \$17.60/hour

About the Role

We are seeking a motivated Administrative Assistant to support our community programs, outreach, and daily operations. This role offers hands-on experience in administration, customer service, and nonprofit work.

Key Responsibilities

- Provide front-line support to community members
- Manage emails, phone calls, and general inquiries
- Organize files, records, and program data
- Support events, workshops, and youth programs
- Assist with communications and outreach
- Support board meetings and reporting

Skills Developed

Communication, teamwork, digital skills, problem-solving, organization

Who Should Apply

Youth between 15-30 who are interested in administration, community work, and nonprofit operations—especially those facing barriers to employment.

2. Social Media Coordinator

Location: Kitchener, ON

Start Date: April 20, 2026

Duration: 10 weeks | 35 hours/week

Wage: \$17.60/hour

About the Role

Join our team to strengthen community engagement through digital storytelling and social media. Ideal for creative and tech-savvy youth.

Key Responsibilities

- Create content for social media (Facebook, Instagram, etc.)

- Design graphics and short videos
- Promote events and programs
- Engage with community online
- Track analytics and improve outreach

Skills Developed

Digital marketing, communication, creativity, analytics

Who Should Apply

Youth between 15-30 passionate about media, communications, and community engagement.

3. Arts & Recreation Program Leader

Location: Kitchener, ON

Start Date: April 20, 2026

Duration: 12 weeks | 30 hours/week

Wage: \$17.60/hour

About the Role

Support youth programs through arts, crafts, and recreation activities that promote creativity, teamwork, and cultural identity.

Key Responsibilities

- Lead arts & crafts sessions for youth
- Support basketball and soccer programs
- Create inclusive and safe environments
- Assist with events and community programs
- Prepare materials and track participation

Skills Developed

Leadership, creativity, facilitation, teamwork

Who Should Apply

Youth between 15-30 who are interested in working with children, arts, recreation, and community programming.

EAKW encourages applications from youth facing barriers to employment, including Black youth and youth with disabilities. We are committed to equity, inclusion, and providing supportive work environments.

If you are interested, please send your resume and cover letter to: ed@eakw.ca or call 5194972547