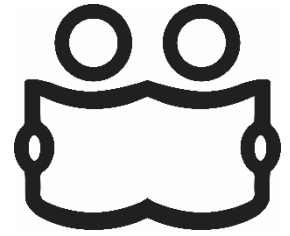


**Program Assistant – Education  
CANADA SUMMER JOBS  
East York Learning Experience (EYLE)**



**Organization:** East York Learning Experience

**Location:** 266 Donlands Avenue. Toronto, ON (onsite/hybrid position)

**Term:** 8 weeks (seasonal position starting early June)

**Hours:** Full-time (~35 hours/week)

**Pay:** \$17.60/hour

**Applications due:** Friday May 8<sup>th</sup> by 5:00PM EST

### **About the Role**

Looking for a summer job where you can build real skills and make a difference? Join EYLE and help support adult learners in improving their reading, writing, and digital skills. You'll get hands-on experience in education, communications, and event planning.

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### **What You'll Do**

- Support staff in marketing and administrating online and in-person workshops
  - Help draft our Bi- Annual Report
  - Screening & intake of potential students and volunteers
  - Review and help update our website (content, images, and design ideas)
  - Create simple graphics and flyers
  - Plan a volunteer appreciation event
  - Organize tech and program materials
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### **What We're Looking For**

- Strong writing and communication skills
  - Comfortable with basic tech (Google Docs, Canva, etc.)
  - Organized, creative, and eager to learn
  - Interest in education, community work, or communications
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### **Eligibility (Canada Summer Jobs)**

You must:

- Be 15–30 years old
  - Be legally allowed to work in Canada
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### **Why This Job?**

- Gain real experience for your resume
  - Build skills in writing, design, and event planning
  - Work with a small, supportive team
  - Make a positive impact in your community
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### **How to Apply**

Send your resume and a short note (one document) to [eyleliteracy@gmail.com](mailto:eyleliteracy@gmail.com) about why you're interested. Please put **Program Assistant** in the subject line of your email.