



Communications and Administrative Assistant

Location: Ottawa, Ontario. Remote work with occasional visits to Lionhearts facilities.

Who We Are: Driven by a deep desire to see all people living with human dignity, Lionhearts has been uniting people with practical acts of love for ten years. We have crafted programs to invigorate and reinforce local organizations that are already doing the heavy lifting in Ontario. We utilize our networks and resources to deliver programs and services that drive positive change in the lives of people in our community experiencing the complex challenges that come with poverty, homelessness, and substance use.

Position Description: As the Communications and Volunteer Recruitment Intern, you will play a key role in maximizing positive coverage and awareness for Lionhearts within the local community while also actively recruiting and engaging volunteers to support our mission.

This position is being advertised under the Canada Summer Jobs (CSJ) program. Applicants must be

- between 15 and 30 years of age (inclusive) at the start of employment;
- registered as a full-time student during the preceding academic year;
- intending to return to school on a full-time basis during the next academic year;
- a student in a secondary, post-secondary, vocational or technical program;
- a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the “Immigration and Refugee Protection Act” and;
- legally entitled to work according to the relevant provincial/territorial legislation

Responsibilities:

- Support public relations efforts for launch events, new programs/services, and partnerships
- Work closely with internal stakeholders to identify content opportunities for social media
- Recruit, engage, and coordinate volunteers to support Lionhearts initiatives
- Other duties as assigned

Requirements:

- Strong judgment and quick decision-making skills
- Good judgment, self-motivated, and creative
- Excellent writing skills and the ability to communicate complex issues clearly
- Comfortable working in a fast-paced, dynamic environment
- Passion for volunteer recruitment and community engagement

Wage: \$19.50/hour



Term: Temporary, Full-time, 40 hours/week, 8-week term. The position may require flexibility in work hours.

Start date: May 9, 2026

To Apply: Please submit your resume, cover letter, and three work-related references to hiring@lionhearts.ca. Include "Communications and Administrative Assistant YOW" in the subject line.

Application Process: Applications will be reviewed as they are received, and the posting will remain open until a candidate is selected. We appreciate your interest; however, only shortlisted candidates will be contacted for an interview.

We are an equal opportunity employer and welcome applicants from all backgrounds. We encourage diversity and inclusion and consider all qualified candidates without regard to race, colour, religion, sex, sexual orientation, gender, national origin, age, disability, protected veteran status, or any other legally protected factors. If you require accommodations due to illness or disability during the application process, please include that in your email application.