




Regina Public Interest Research Group

306-337-2420 

info@rpirg.org 

www.rpirg.org 

JOB OPPORTUNITY: ADMINISTRATIVE AND OUTREACH ASSISTANT

We are seeking two Summer Administrative Assistants to support RPIRG's programming, events, and general operations. This role is funded through the Canada Summer Jobs (CSJ) program and is an excellent opportunity for students with an interest in social and environmental justice, communications, and administrative work. The assistants will work closely with RPIRG's Executive Director and other staff to help with organizational tasks, outreach, and communications during the busy summer season.

ABOUT RPIRG

The Regina Public Interest Research Group (RPIRG) is a student-funded resource centre at the University of Regina, committed to social and environmental justice. We provide the resources and funding necessary to enable students to organize around issues through research, education, and action.

RPIRG is based in Treaty 4 territory and the homeland of the Métis people. The Nêhiyaw/Cree, Nakawē/Saulteaux, Nakota, Lakota, Dakota and Métis/Michif Peoples continue to be in kinship and practice reciprocity with this land that has sustained them for countless generations.


As staff and board members of RPIRG, we recognize the interconnection between each other, the land, and all other beings, and our responsibility to tend to these relationships - a process captured in the Nêhiyaw concept of Wâhkôhtowin (Woah-COAT-oh-win). For us, this responsibility involves honouring the spirit and intent of treaty, actively working to dismantle and repair the harms of colonialism and white supremacy, and coming together collectively to build a better world for future generations.


WORKLOAD

- This is a full-time summer position (30 hours per week) from **June 02 to July 31, 2025**
- The assistants will work in-person for the duration of the contract. Our office is located on the second floor of Riddell Centre, at the University of Regina.
- Work hours are generally Monday to Friday but may include occasional evening or weekend events.



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RESPONSIBILITIES (WITH THE SUPPORT OF OTHER RPIRG STAFF)

Administrative

- Responding to emails and phone inquiries
- Filing, data entry, and organizing office documents and supplies
- Supporting the maintenance of digital archives and shared drives
- Assisting with Board and Human Resources documentation
- Assisting the Executive Director with building advocacy and operational resources for RPIRG

Communications & Outreach

- Making video and visual content for RPIRG social media and website
- Designing graphics and promotional materials (Canva or similar tools)
- Supporting the planning and promotion of fall events and workshops
- Tabling and engaging with students and community members

Project Support

- Supporting grant tracking and reporting rebuilding process
- Assisting with research and development of RPIRG publications and toolkits

SKILLS AND ABILITIES NEEDED


- Excellent organizational and time management skills
- Clear written and verbal communication
- Ability to research, and collect and compile data
- Ability to produce video and visual content.
- Familiarity with social media platforms and basic design tools (e.g. Canva)
- Comfort using Google Workspace (Docs, Sheets, Drive), email, and spreadsheets

Other


- An understanding of anti-oppressive principles
- An interest in or commitment to social and environmental justice



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RPIRG does not expect a successful candidate to have strong levels of experience in all of the above-listed skills and will provide any needed training and support to the candidate we feel is the best fit.

EQUITY CONSIDERATION IN HIRING


RPIRG actively encourages and prioritizes applications from people who self-identify as being part of groups, or communities, or having identities that experience barriers to equity. Self-identified equity-seeking candidates who meet the core skill and ability requirements for this position will be prioritized for hiring.

CONTRACT PERIOD

This is a full-time summer position for nine weeks, from June 2, 2025, to July 31, 2025, at 30 hours per week, for a total of 270 hours. This position is generously funded by the Canada Summer Jobs program; as a result, it must be full-time. However, we make every effort within our capacity to provide candidates with flexibility in scheduling. If full-time hours are not possible in any given week, we are able to extend the contract to allow the completion of the required hours.



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Starting Date	June 02, 2025
Hours of Work	30 hours/week
Location of Work	University of Regina main campus – Regina, Saskatchewan
Eligibility	To be eligible, the candidate must:

- be between 15 and 30 years of age at the beginning of the employment period
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Additionally

- be a student at the University of Regina or through any of its affiliated colleges including Luther College, Campion College and First Nations University of Canada. For students who are not enrolled in Spring/Summer classes, you need to show you either were registered in Winter 2025 semester or are registered for Fall 2025 semester.


International students are not eligible to apply.

Remuneration & Benefits

This position is paid \$21.16/hour. This position includes 3 days or 18 hours paid time off as sick benefits, vacation pay of \$1.22 per hour, \$150 as transportation benefit, Opportunities for professional development are also available.



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What Else We Offer

- A supportive and collaborative work environment
- Opportunities to learn about non-profit administration and grassroots organizing
- Flexible scheduling options
- Mentorship and professional development
- Priority in future and permanent hiring at RPIRG

Application Deadline Friday, May 16, 2025 by 4 pm

To apply, please prepare the following:

Resume and brief cover letter, all in one document - please include your name in the title of the document. Your cover letter should explain how your skills and experience will benefit you specifically in this role. Please include contact information of two references

And send it to:

Tayef Ahmed, Executive Director (pronouns: he/him)
Regina Public Interest Research Group (RPIRG)
info@rpirg.org

If you would prefer to apply in a different way or have questions about this position, please contact Tayef at the email address above to discuss. **Please note that we will not accept any incomplete application.**

HIRING PROCESS AND TIMELINE

After the application deadline, the RPIRG hiring committee will review all applications and create a shortlist of candidates. All candidates will be notified if they have been accepted to the shortlist or not, with the opportunity to ask for additional details upon request. Shortlisted candidates will be invited to the interview process, with the ability to request alternative interview methods if accommodations are needed. After interviews and any reference checks are completed, the RPIRG hiring committee will make a hiring recommendation to the RPIRG board for consideration.