

JOB POSTING:
Project Assistant -
London Middlesex Local Immigration Partnership (LMLIP)

*Are you passionate about creating welcoming and inclusive communities for newcomers? The London Middlesex Local Immigration Partnership (LMLIP) is seeking a highly organized and collaborative **Project Assistant** to support initiatives that enhance the integration and successful settlement of immigrants across London and Middlesex.*

Reporting to the LMLIP Project Manager, you will play a key role in coordinating community engagement activities, supporting committees and working groups, managing communications, and providing administrative support that helps drive meaningful change. This is a rewarding opportunity for a detail-oriented professional who thrives in a fast-paced, community-focused environment and is committed to supporting diversity, inclusion, and newcomer success.

WHO ARE YOU?

- College diploma or University degree or equivalent work experience
- 2 years experience in a related role or in the not-for-profit sector
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, Access)
- Familiarity with web-based software's such as: Canva, Eventbrite, Doodle, SurveyMonkey, Buffer, and MailerLite
- Knowledge of the issues related to successful settlement of immigrants and newcomers
- Excellent written and verbal communication skills
- Experience presenting material to a group
- Ability to multi-task and complete projects with frequent interruptions
- Ability to handle conflict and diffuse situations
- Ability to work in a team environment as well as independently
- Ability to solve problems and think quickly on your feet
- Good time management skills and the ability to adapt to changing priorities
- Cross-cultural competency with an ability to interact and work effectively with people from different cultures, abilities and backgrounds
- Professional demeanor and ability to handle confidential information

OUR ASK?

- Provide a welcoming, engaging, and respectful environment for LMLIP volunteers and stakeholders
- Respond to and follow up on inquiries through email and over the phone

- Attend webinars/seminars pertaining to immigrant trends
- Organize and provide space for individuals to collaborate and discuss issues that impact immigration
- Create, review, edit, and present information of immigration to various groups and teams
- Coordinate and convene meetings on behalf of Central Council, Sub-Councils, Work Groups, and Project Team through the direction of the LMLIP Project Manager
- Support LMLIP initiatives by following up, tracking, coordinating meetings, keeping records, completing meeting minutes and other administrative duties as assigned
- Provide administrative support to LMLIP Councils, Sub Councils and Working Groups in the recruitment of new members including brainstorming recruitment and retention tactics with the project team
- Support Work Groups in partnership with the LMLIP Project Manager as per need
- Prepare feedback and debrief implementation plan to Project Manager
- In collaboration with the chairs and Project Manager, prepare agendas and materials for Project Team meeting and the sub-councils meeting in a timely fashion
- Create, review, edit, and post the LMLIP Round Ups
- Prepare for and participate in outreach events
- Provide back up support in management of social media accounts and website content
- Compile the LMLIP Round Up with the support of the Project Manager
- Provide back up research support to the team in content creation for social media and websites
- Review and provide updates on the websites on a regular basis
- Maintain up to date knowledge of all services and programs offered by WILL and effectively communicate promote them to clients and potential clients
- Intentionally and strategically collaborate across WILL programs to support the achievement of the WILL mission and vision
- Collect estimates and prepare invoices for processing
- Conduct market research related to immigration issues
- Special projects and other duties as assigned

WHY US?

- Mentorship
- Awesome co-workers, a focused and fun organization and meaningful goals.
- Health, dental and vision, employee assistance and pension benefits/programs.
- Professional development opportunities.
- Salary range of \$27 - \$33 per hour.
- Generous paid sick time and vacation time.
- 35-hour work week



If you're passionate about creating inclusive workplaces, supporting immigrant talent, and building relationships that drive positive employment outcomes, we invite you to apply and join our team. Simply send your resume and cover letter by Friday August 14, 2026, at Noon to:

careers@willemployment.ca

Please reference: Project Assistant in the Subject Line.

WILL Employment Solutions values diversity in all its forms and recruits qualified individuals at all occupational levels that reflect the diversity of our clients and our community. We strive to foster a workplace in which all individuals maximize their potential, regardless of their differences. We are committed to providing accommodations for person with disabilities. If you require an accommodation to complete this application, we will work with you to meet your needs. Accommodation may be provided at all stages of the hiring process.

Please note that although we thank all applicants, only those being considered for an interview will be contacted.