

Summer Job Opportunity: Process & Documentation Assistant (Manual Writer)

Build real-world experience in finance, systems, and operations—while working remotely!

About the Role

Looking to sharpen your writing, organization, and problem-solving skills this summer? As a **Manual Writer**, you'll work directly with the Managing Director of Global Operations and the Operations team, to turn complex internal processes into clear, easy-to-follow guides.

You'll help create a **Standard Operating Procedures (SOP) Manual** and create instructional videos for a professional accounting system, making it easier for teams to work efficiently and accurately. This is a great opportunity to gain hands-on experience in business operations, documentation, and accounting systems—skills that transfer across industries.

Work Term & Pay

- 8 consecutive weeks (May–August 2026). June 8 – July 31st preferred.
- 35 hours per week
- \$19.55/hour + 4% vacation pay
- 100% remote — work from anywhere in Canada

What You'll Do

- Collaborate with team members to understand how internal processes work
- Turn complex workflows into **clear, step-by-step guides**
- Create diagrams and documentation that are easy to follow
- Help troubleshoot common user issues and simplify solutions
- Play a key role in improving how teams learn and work together

Why This Role is Great for Students

- Gain **real-world experience** in business operations and finance systems
 - Develop **professional writing and communication skills**
 - Learn how large organizations document and streamline processes
 - Build experience with tools used in accounting and operations
 - Strengthen your resume with a practical, project-based role
-

What We're Looking For

- Strong attention to detail and clear writing skills
- Ability to break down complex ideas into simple steps
- Organized, creative, and comfortable working with others
- Interest in business, finance, or systems thinking
- Alignment with our vision and mission as a charity
- All eligibility requirements listed below

Nice to Have:

- Basic knowledge of accounting
 - Familiarity with accounting software (especially Sage Intacct)
-

Eligibility (Canada Summer Jobs Program)

To apply, you must:

- Be 15–30 years old at the start of employment
 - Be a Canadian citizen, permanent resident, or have refugee status in Canada
 - Be legally allowed to work in Canada
-

Send your cover letter and resume to RANadmin@rannetwork.com