Ontario Association of Architects

# Architectural Graduate, Outreach + Research

[12-month Contract, Full-Time, June 2027 – June 2028]

---

The Ontario Association of Architects (OAA) is a not-for-profit organization regulating the practice of architecture in the public interest. This unique position offers an opportunity to learn more about the profession from a policy and regulatory perspective, providing valuable insight into best practices, standards, and education.

**Qualifications**

- Recent architectural graduate (M.Arch)
- Highly skilled in graphic design (Adobe Creative Suite/Creative Cloud) and MS Office
- Excellent verbal and written communication skills
- Website content management skills considered an asset

**Responsibilities**

- Work to help shape content and resources both for Ontario's architecture profession and the public
- Assist in developing reports, including designing diagrams and infographics reflecting the Association's brand
- Update the OAA Website, and assist with social media, e-newsletters, and other promotional materials
- Liaise with Architectural Societies on various projects, including public awareness
- Conduct research on current issues facing the profession
- Assist with events, including OAA Awards, World Architecture Day, and Conference
- Support OAA Committees and Task Groups

**Why Work at the OAA**

- $55,000-65,000/year commensurate with experience
- Meet industry experts and award-winning architects
- Join a passionate team that values collaboration, integrity, and professionalism
- Enjoy excellent work/life balance
- Hybrid model working three days per week in our net-zero building
- Five-minute walk to TTC and free on-site parking

**Location & Hours**

OAA Headquarters at 111 Moatfield Drive in Toronto (Leslie & 401 area)

Office hours: 8:30am – 4:30pm, Monday to Friday

**Application Process**

Please submit a resume to OAAHR@oaa.on.ca

We thank all applicants for their interest, but only those selected for an interview will be contacted.

---

*The OAA is an equal opportunity employer, committed to diversity, equity, and inclusion by fostering a welcoming professional culture that reflects the diverse public that we serve. The OAA is likewise committed to providing barrier-free and accessible employment practices in compliance with the* Accessibility for Ontarians with Disabilities Act*. Accommodations are available on request for candidates taking part in all aspects of the selection process; please make these known during the application process and we will be happy to accommodate you.*