

Administrative Assistant

Aunt Leah's Place is a medium sized non-profit organization that helps prevent children in foster care from being homeless and mothers in need from losing custody of their children.

We are seeking a full time regular Administrative Assistant to join our team. This position will be ideal for youth who are looking for a learning opportunity to make more informed career decisions and to develop their skills.

This position is funded through the Career Focus Program. To participate in Career Focus Program, youth must be:

Between the ages of 15 and 30 (inclusive) at the time of intake/selection; Canadian citizens, permanent residents, or persons who have been granted refugee status in Canada; legally entitled to work according to the relevant provincial/territorial legislation and regulations; not in receipt of Employment Insurance (EI) benefits.

Job Summary: The Administrative Assistant will act as the first point of contact for Aunt Leah's Place, and will play a key role in the day-to-day operations. This position will work in the areas of Office management, Database management, Fundraising and Communications. They will provide support to the Management, Development Team, Programming, and additional projects as needed. All the aforementioned tasks and responsibilities work to support Aunt Leah's mandate of "preventing children in foster care from becoming homeless, and mothers in need from losing custody of their children. To support them on their journey to adulthood, we provide housing, education & training, and life skills". The job directly supports our not-for-profit organization in providing programs and services for the homeless, youth or youth at risk.

Reports to: Donor Relations Officer

Qualifications:

- Post-Secondary Education
- 1-2 years' experience in an office setting
- 1-2 years IT Tech experience an asset

General Responsibilities will include:

- Reception duties, front desk & assistance for walk in guests
- Mailing (distribution, postage, couriers and mail outs)
- Office Supply Management
- Kitchen Supplies (ordering and organizing)
- Assists with maintenance and repairs for office building, in conjunction with the Operations Director
- Administrative tasks associated with all meetings and events
- Data entry using Salesforce and other systems
- All other administrative support needed by Management, Development Team & Programming

Skills and Knowledge:

- Good oral and written communication skills
- Ability to plan and organize to meet deadlines
- Computer skills and knowledge of programs such as those included with Microsoft Office Suite
- Knowledge of the non-profit/social service sector
- Empathy and compassion towards people with multiple barriers
- Experience with fundraising software/database programs, knowledge of the Salesforce CRM database will be an asset
- Office Management
- Oversees security of office
- Oversees inventory of communication materials required
- Oversees the stationary order system
- As required, set-up/bookings and administrative tasks associated with all meetings/events
- Oversees maintenance, training and use of photocopier
- General filing, minute taking upon request
- Assists with orientation of new staff

Requirements:

- Criminal Record Check
- Adheres to the Society's Code of Ethics

Communications:

- Supports and maintains good communication systems
- Assists with the printing/assembling of communication materials/presentations packages
- Ensures that communication materials are available for all staff
- Assists with fundraising/ mailing campaigns as directed by the Development Team
- Attends Staff Development and all other requests meetings of the organization
- Receives input from designated staff and prepares and files reports as requested

Work Environment

- Work performed in an office environment
- May be required to attend off-site training on occasion

We Offer:

- Comprehensive benefit package including: dental, extended health with vision care and prescriptions, long-term disability plan, Employee Assistance Program, discount at our Thrift Store, personal time package, and RRSP after 1 year of employment.
- Professional Development
- Collaborative and supportive work environment
- This is a full time regular opportunity (37.5 hours a week).

Salary – Commensurate with qualifications

To apply:

Please send a cover letter and resume to hr@auntleahs.org

We thank all interested candidates in advance. Shortlisted candidates will be contacted to participate in the selection process.