



JOB POSTING

Administrative Assistant – Canada Summer Jobs 2019

Job Summary: The Administrative Assistant will play a key role in the day-to-day operations and give support to the leadership team in the following areas: fundraising efforts, database entry, communications and administration.

The Administrative Assistant acts as a multi-assistant to the Program Director, Director of Development, Director of Operations, Donor Relations Officer, Human Resources Manager, and Operations & HR Assistant. Duties include tracking, recording and formatting of program outcomes, plus communications work and record-keeping related to donor-relations. Administrative duties include reception, office management and office organization under the guidance of the Donor Relations Officer, and file maintenance under the guidance of the HR Manager. 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”. Thus the job placement directly supports the local priority of supporting not-for-profit organizations that provide programs and services for the homeless, youth or youth at risk.

Who we are: Aunt Leah’s Place is a registered charity that has been helping kids in foster care and teen moms achieve a better future for over thirty years. Aunt Leah’s Place helps prevent 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.

Eligibility: In compliance with the Canada Summer Jobs guidelines, to be eligible, youth must:

- be between 15 and 30 years of age at the start of the employment;
- 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; and,
- 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.

Reports to: Donor Relations Officer

Job Mentor: Bootstraps Coordinator

Skills and Knowledge

- Excellent oral and written communication skills
- Ability to maintain confidentiality
- Positive attitude
- Organized, flexible, and demonstrated ability to prioritize to meet multiple deadlines
- General computer skills, familiarity with Microsoft Office Suite (Outlook, Word, Excel)
- Knowledge of the non-profit sector



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Requirements

- Undergo a Criminal Record Check
- Agrees to the Society's Code of Ethics
- Follows Aunt Leah's Practice Guidelines

Key Duties and Responsibilities:

- Reception, including answering a multi-line phone system and greeting people in welcoming and courteous manner
- Office management including inventory control and ordering supplies; mail delivery and distribution; submitting maintenance and IT tickets
- Office organization including maintaining up-to-date schedule of meeting room booking, general filing and document management; database entry
- Provide support to all programs where necessary

Compensation: \$14.50/hour

Work Schedule: 35 hours per week for 8 weeks

Start Date: Summer, 2019

How to apply: Please email your resume and cover letter to Human Resources Manager at hr@auntleahs.org.

Preference will be given to current and former youth in and from care with lived experience. Shortlisted applicants will be contacted for an interview. Thank you for your interest in this position.