

JOB DESCRIPTION

Job Title

Administrative Assistant

Position Summary

Howe Sound Women's Centre Society is hiring for the permanent part time position of Administrative Assistant.

The Administrative Assistant is a multi-faceted administrative support to the Community Engagement and Administration Manager, Executive Director and management team. This is a key role requiring previous non-profit administration experience and exceptional organizational skills. The Administrative Assistant has knowledge of the human resource and administration requirements for a non-profit organization and is able to maintain a high level of confidentiality. Proficiency with all office software systems, non-profit fundraising and donor software are also required.

This is a permanent full time position working 32 hours/week and includes medical and extended health benefits.

Key Duties and Responsibilities

Administration

- Telephone Management: answer phones, check voice mail messages, direct calls, forward messages and respond to inquiries
- Email Management: respond to inquiries on the society email account and forward messages
- Mail pick up and process for distribution
- Maintain inventory levels of office supplies, program supplies and equipment
- Coordinate facility and maintenance/repairs as needed
- Responsible for weekly bank deposits, mailing bill payments and petty cash distribution
- Maintain society cash and cheque receipt records
- Assist Community Development and Administrator Manager with task and duties as required: such as putting together new employee packages, benefits packages, filing, and insurance
- Database maintenance: donors, memberships, volunteer and various staff databases; generate official tax receipts for donors
- Compose correspondence to various individuals and agencies with regards to HSWC
- Attend and record minutes of all staff meetings
- Manage kitchen/meeting room bookings
- Track and record tenant rent payments regularly
- Assist Manager in coordinating repairs and maintenance of rental units
- Provide support (photocopying, faxing, scanning) to Frontline as needed

Community Relations & Fundraising

- Maintain HSWC website, social media channels and resource materials with current information
- Support all fundraising activities of HSWC
- Assist with media relations and advertising

Knowledge, Skills and Abilities

Knowledge

- An in-depth understanding of the systemic discrimination facing women and the dynamics of violence against women
- Ability and willingness to learn and to be a creative problem-solver. Flexible when situations change, adaptable to new technologies, and able to work in a diverse environment
- Good self-awareness, ability to self-regulate, excellent listening skills, provides appropriate feedback when necessary

Skills

- Strong communication skills; both written and verbal
- Steward of respectful, caring, supportive work environment
- Ability to maintain confidentiality of organization, staff and clients
- Strong organizational skills; time management, attention to detail, ability to prioritize
- Risk assessment skills
- Strong personal interaction skills; listening, crisis management

Abilities

- Updated computer skills mandatory, including proficiency with MS Office, Internet, e-mail, Social Media, and Web 2.0 tools
- Strong communications skills – grant writing abilities or a second language is an asset
- Current Basic First Aid Certification (OFA Level 1 or equivalent) an asset
- Candidate must have reliable vehicle, a valid BC Driver's License and be willing to carry appropriate vehicle insurance

Training, Education and Experience

- Minimum two years post-secondary education in office administration, business administration or related discipline.
- Human Resource training and/ or non-profit sector management an asset