



Administrative Assistant

JOB SUMMARY

This is a full-time, term position with the Aboriginal Coalition to End Homelessness as the Office Administration (35 hours per week). Reporting to the Executive Assistant/Office Manager, the Administrative Assistant is responsible for providing a variety of office administration functions such as reception, financial support, bank/visa reconciliations, tracking receipts, recording minutes at meetings, and supporting the Associate Director.

Generally, Office Administration duties are approximately 70% and supporting the Associate Director 30%. However, *duties may vary weekly as needed.*

RESPONSIBILITIES

- Providing Financial Support in accounts receivable
- Preparing communications
- Ensuring timely responses (phone, email and mail, management requests)
- Act as point of contact for program inquiries, requests, referrals, etc.
- Assisting staff, volunteers, practicum students, trainees and participants with the facilitation of current and developing initiatives when appropriate
- Operating office equipment such as laptop, printer, scanner, and copier.
- Organizing invoices, receipts and writing cheques requisitions; data entry, including finance updating the budget expenditures.
- Submitting cheques to authorized signers; bank deposits
- Preparing payroll and bookkeeping using QuickBooks
- Creating agendas and accompanying documents, recording minutes for board meetings and other meetings as required
- Backing up important and sensitive files
- Maintaining and updating the office and storage / programming inventory lists; logging mail
- Organizing travel arrangements, meeting facility booking and creating work plans for events when required
- Ordering and pick-up of supplies and maintaining a supplies needs lists
- Development of a quarterly ACEH Newsletter.
- Recording minutes at meetings

REQUIRED QUALIFICATIONS

Required to complete the Ministry of Public Safety and Solicitor General Criminal Record Check prior to commencement of employment.

Required valid Driver's License and vehicle

Education equivalent to two years of post-secondary education, a diploma or certificate in office administration or equivalent and/or significant proven experience related to this position **OR** relevant experience as indicated below.

Experience preferably two years of experience providing administrative and office support.

- Required experience or personal insights into working cooperatively and non-judgmentally with people with disabilities, lived experience, addictions, etc.
- Required experience working with Indigenous peoples and an awareness of the impacts of colonization.
- Preference given to those with experience working with non-profit organizations, family support, social services, and/or boards and committees.
- Preference given to those with experience in coordinating events and community engagement.

Skills and Ability

- Excellent ability to deal professionally, effectively and non-judgmentally with a broad range of personalities, needs, cultures and abilities.
- Excellent written and verbal communication skills
- Excellent organizational skills:
 - Solid time management skills, with the ability to complete and prioritize a variety of tasks within a given timeline, with adherence to important deadlines
 - Accurately track and submit program expenses, invoices, and stipends tracking
- Basic bookkeeping and record keeping skills (preferable knowledge of QuickBooks Accounting Software).
- Computer literate and able to use Microsoft Office products.
- Ability to work both independently, take initiative when necessary, and also work collaboratively as part of a team.
- Understanding of the intergenerational trauma that occurs as a result of colonization, Residential Schools, Sixties Scoop, and other oppressive systems as well as the history of Indigenous peoples in Canada.

Preference will be given to qualified candidates with Indigenous ancestry.

Rate of Pay: Between \$20.0- \$22.00 depending on qualifications and experience.

Term: Position available on a temporary term starting July 20th 2020 to March 26th 2021 with a possibility of continuing.

5 days a week x 7 hours (35 hours weekly).

Please send your resume and cover letter to jobs@ACEHsociety.com by June 30th. Only those short-listed will be contacted. Open until filled.