

EMPLOYMENT OPPORTUNITY: NEW ROSS FAMILY RESOURCE CENTRE

Job Title: Office Administrator

Salary: \$17/hour

Reports to: Executive Director

Hours: 30 hours/week

Start date: End of March

Employment Status: Term - 15 weeks

Main Responsibilities: Working as part of a collaborative team you will be responsible for providing administrative duties at the Resource Centre such as answering the phone, responding to emails, assisting members of the community and staff with printing/ scanning/faxing services, greeting visitors and answering their questions, assisting with social media page and advertising as needed, maintaining an organized office space, maintaining simple bookkeeping essentials, managing confidential documentation and other paperwork in our filing system, coordinating service providers schedules, ordering monthly office and site supplies, coordinating/printing/planning monthly community newspaper, register participants for programs & workshops, and other duties as needed.

Required Qualifications:

- ❖ Child Abuse Registry
- ❖ Criminal Record Check
- ❖ Postsecondary diploma or certificate in an office administration program and or 3 years working experience
- ❖ First Aid Certification

Required Knowledge, Skills, Abilities and Personal Attributes:

- ❖ Ability to work collaboratively as part of a team with the goal of promoting overall family well-being
- ❖ Follow and implement the guidelines for the Centre as identified in the NRFRC Policy & Procedure Manual
- ❖ Promote and maintain the integrity and philosophy of the Centre within the community
- ❖ Ability to establish and maintain positive relationships with staff, families, community, and partners
- ❖ Excellent interpersonal and communication skills (oral & written)
- ❖ Maintain confidentiality of staff, participants, Centre, and Board information
- ❖ Ability to take initiative and work productively
- ❖ Strong work ethic, reliability, and punctuality
- ❖ Excellent understanding of Microsoft 365 programs (Word, Excel) and Adobe
- ❖ Detail focused, approachable, with a strong sense of responsibility
- ❖ Grant writing experience or education is a bonus

Outline of Other Responsibilities:

- ❖ Blood Collection Services (sign in clients, take money, write receipt, etc.)
- ❖ The Flyer publication (create file to print, maintain accounts/receipts for participants, etc.)
- ❖ Tracking petty cash, maintaining receipts book, picking up the mail weekly

HOW TO APPLY:

Contact: Executive Director, Karen Snair

Email cover letter and resume to nrfckaren@gmail.com

We thank all applicants; however, we will only be contacting those we wish to interview.

Consideration and interviews will be conducted as resumes are received.