

Bringing care and community together / Jumeler soins et collectivité

**Administrative Assistant (Bilingual)
Full Time Indeterminate
EarlyON Child and Family Centre**

SCOPE OF POSITION

The Program Administrative Assistant is part of a multi-disciplinary team that addresses issues related to children 0-6 yrs and their families.

Reporting to the Manager of EarlyON Child and Family Centre, the position is responsible for providing administrative support to this team, as well as back up to reception.

RESPONSIBILITIES INCLUDE:

Administrative

- Creating, modifying and updating various spreadsheets, reports, and presentations
- Data Entry; Managing Contact databases; formatting Documents
- Directing clients and partners via email or telephone to the appropriate team member.
- Managing online accounts, Survey Monkey, Eventbrite, Mailchimp, social media
- Various Administrative tasks as required

Reception Back Up

- Greeting clients, determining their needs and directing them accordingly including connecting vulnerable Clients with internal services
- Answering and transferring incoming telephone calls

EDUCATION/EXPERIENCE & KNOWLEDGE

- Completion of a post-secondary certificate, diploma, or degree in Office/Business administration or an acceptable combination of education, training and experience
- 5+ years' of experience working as an Administrative or Senior Administrative Assistant
- Minimum of 1 year of experience answering phones and working with the public
- Proficient with Microsoft Office;
- Ability to work under pressure
- Available to work flexible hours
- Experience in a Community Centre or Not for Profit environment an asset
- Ability to communicate fluently in English and French, spoken and written

SALARY/HOURS OF WORK

- Starting at \$41,769 annually
- 35 hours per week

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Please submit your résumé no later than: 4:30 p.m. on Wednesday April 17, 2019.

Reply to: **Janice Weir**
People Services Manager
Western Ottawa Community Resource Centre
2 MacNeil Court, Kanata ON K2L 4H7
Fax: 613-591-2501
E-mail: careers@wocrc.ca

WOCRC has an accommodation process in place that provides accommodations for applicants with disabilities. If you require a specific accommodation because of a disability or a medical need, please do not hesitate to let us know how we can best accommodate you.

We thank all applicants for their interest in this employment opportunity. Please note however that, due to the volume of resumes received, only those applicants selected for further consideration, will be contacted.