

**Administrative Assistant (Bilingual)
Full Time Contract, to December 31, 2018**

SCOPE OF POSITION

The Program Administrative Assistant is part of a multi-disciplinary team that addresses issues related to children and youth.

Reporting to the Manager, Children and Youth Team, the position is responsible for providing administrative support to the EarlyON team, and the Children and Youth team, as well as back up to reception team.

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 salary \$41,769.00 per annum
- 35 hours per week

Please submit your résumé no later than: **4:00 p.m. on Monday, March 19, 2018**

Reply to:

People Services
Western Ottawa Community Resource Centre
2 MacNeil Court, Kanata ON K2L 4H7
E-mail: careers@wocrc.ca

WOCRC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.