

INTERNAL/EXTERNAL POSTING

**Administrative Assistant/Receptionist (Bilingual)
Part Time Permanent Position**

SCOPE OF POSITION:

Reporting to the Director, Finance and Corporate Services, this position provides general administrative support to management as well as reception support to the Centre.

Western Ottawa Community Resource Centre operates under the following guiding beliefs:

- Empowerment
- Equity
- Partnership
- Innovation

EDUCATION / EXPERIENCE:

- Ability to communicate fluently in English and French, spoken and written
- Completion of a post-secondary certificate, diploma, or degree in Office/Business administration or an acceptable combination of education, training and experience
- 3-5 years' of experience working as an Administrative or Senior Administrative Assistant; Minimum of 1 year of experience answering phones and working with the public
- Ability to work under pressure
- Available to work flexible hours : 1-2 Evenings per week and occasionally on weekends
- Experience in a Community Centre or Not for Profit environment an asset
- Experience with and sensitivity to marginalized groups; an awareness of the issues that affect these groups such as poverty, homelessness, addictions and mental health.
- Strong computer proficiency in MS Office (Word, Excel, PowerPoint and Outlook), and other databases

Competencies:

- Excellent interpersonal and communication skills
- Demonstrated ability to work in a multi-cultural, multi-disciplinary team environment
- Demonstrated ability to work within an Equity inclusion framework
- Demonstrated commitment to and knowledge of a feminist and anti-oppression framework;
- Knowledge of social services delivery in Ottawa;

Language:

- Ability to communicate fluently in English, spoken and written.
- Ability to communicate fluently in French, spoken and written
- Other languages reflective of the community we serve an asset.

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.

SALARY RANGE:

- Starting Salary range \$41,769.00 per annum prorated to hours worked

Please submit your resume by **Monday March 19, 2018 before 4:00 pm**

Reply to: Janice Weir, CHRL, CHRP
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