

Administrative Assistant Job Description

Title: Administrative Assistant, Beginnings Guelph site

Starting pay (varies depending on experience)

Hours per week 15

Contract starting ASAP

Job Summary:

Under the general supervision of the Director of Beginnings Guelph, provide administrative support services for the Director, Program Coordinator and volunteer staff in an efficient manner, in accordance with agency policies.

Administrative Responsibilities:

1. Provide reception duties in the office, on the phone, by email, and/or mail.
2. Maintain client files and administrative records according to record keeping practices according to the policies and procedure of Beginnings Family Services.
3. Maintain computer database files, ensuring data back up procedures; review and recommend new software and other communication needs.
4. Ensure a tidy, safe and efficient office environment, including maintenance of the office supplies and equipment. In liaison with the Guelph Director, review office operations to ascertain need for any changes.
5. Assist the Guelph Director, other staff and volunteers in providing client services, particular in serving care cupboard needs. Advise and consult with staff regarding client needs as required.
6. Delegate tasks to volunteer staff and students under the direction of Guelph Director.
7. Update and maintain resources for use by volunteer counselors, staff and clients.
8. Assist with coordination of fundraising events and mailings for the annual membership/donor appeal.
9. Assist with child care during client group programs if needed.
10. Assist with the quarterly newsletter, and organize distribution.
11. Work professionally and collaboratively with other staff members, volunteers, and students and attend staff meetings and planning meetings as required. Prepare minutes when needed.
12. Maintain updated working knowledge and skills related to this position, participating in professional development opportunities as applicable.
13. Provide a monthly report summarizing activities of the Guelph agency.
14. Assist in writing of grant proposals.

*There is a possibility that the Administrative Assistant would also do agency deposits and receipting.

Skills Required: Working knowledge of Excel, Word, Power Point, social media an asset, Proficient with computers and office equipment, Ability to multitask, Event planning experience, Experience working with marginalized populations would be an asset.

Please send cover letter and resume to :

ATTENTION: Angela Vanderwoude

RE: Administrative Assistant

Beginnings Family Services

169B Woolwich St.Guelph ON

phone(519) 763-7980

email: guelph.director@beginnings.ca

*** Only applicants selected for an interview will be contacted ***

Posting Closes: Friday August 11th 2017