



Spirit of the Children Society

JOB TITLE: Administrative Assistant

REPORTS TO: Executive Director and Program Managers

DUTIES:

This position is responsible for providing Executive and Administrative support to the Executive Director and Program Managers. The incumbent will work as part of a team with SOTCS administrative staff, and is responsible for administrative duties including: filing; reception duties, including answering phones and greeting families and guests; scheduling; maintaining client database (Microsoft Access); program statistics and reports; recording meeting minutes; ordering janitorial and office supplies; coordinating office maintenance; and other administrative duties as required.

QUALIFICATIONS:

- Minimum 2 years experience in office administration, preferably in the non-profit or public sector.
- Excellent computer skills in word processing, spreadsheets, database management, internet and email on Windows platform. Experience with Wordpress website management an asset.
- Excellent oral, written, and interpersonal communication skills.
- Strong organizational skills, ability to multi-task and prioritize in a dynamic work environment, excellent problem solving abilities, ability to work independently and as a team player.
- High degree of professionalism and comfort setting professional boundaries.
- Demonstrated ability to exercise sound judgment, sensitivity, and confidentiality.
- Experience working with program statistics and reports a strong asset.
- Knowledge of Aboriginal communities, organizations and service providers within the Circle 6 area (or willingness to learn).
- Criminal Records Check.

TERMS OF EMPLOYMENT:

- Full Time Position, 35 hours per week
- Start Date: February 27th, 2012
- Salary – commensurate with education and experience

TO APPLY:

Please send resume and cover letter via email before 4:30 PM on Friday, February 10th to Natasha Wright, Executive Director, at natasha@sotcs.ca with 'Administrative Assistant Position' in the subject heading. Please state salary expectations in your cover letter.

People of Aboriginal Ancestry are strongly encouraged to apply. Please self identify.