



**Administrative Assistant - Full-Time
(4-month contract)**

Effective: September 2020

Compensation: \$16.00/hour

The **Jean Augustine Centre for Young Women's Empowerment** is a charitable organization committed to building the self-esteem and self-worth of young women and girls ages 7-17 years old. Our charity strives to achieve this goal by providing empowerment programs designed to develop leadership skills, teach life skills, spark creativity, and encourage learning.

The Jean Augustine Centre is seeking an experienced and dynamic self-starter to join our team as an Administrative Assistant. Reporting to the Executive Director, the Administrative Assistant will support the day-to-day operational needs of the organization both in-person and remotely.

Duties & Responsibilities:

- Provide administrative support to the Executive Director
- Answer phones, receive visitors, and respond to email and in-person inquiries
- Accurately maintain organizational databases
- Provide general administrative support including but not limited to working with vendors, inventory, file maintenance, calendar management, and coordination of meetings
- Support outreach and engagement by creating monthly email blast, performing telephone outreach, and supporting programs, workshops and events as needed
- Website maintenance (training provided)
- Assist with the supervision and leadership of children and youth
- Assist with the maintenance of a safe and professional work environment
- Other duties as required

Qualifications:

- Must be eligible under Canada Summer Jobs Requirements at the start of employment
- College diploma or university degree preferred
- 2+ years of administrative experience in a professional setting
- Excellent knowledge of Microsoft Office, including Excel, Word, and PowerPoint
- Excellent administrative, organizational and time management skills
- Excellent interpersonal skills, and professional verbal and written communication skills
- Ability to take initiative and ensure tasks are completed in a timely manner
- Ability to work flexible hours with evenings and some weekends may be required
- Police Records Check – Vulnerable Sector required
- Standard First Aid & CPR is an asset

Please send resume to opportunities@jeanaugustinecentre.ca by Thursday, September 17, 2020, noting Administrative Assistant in the subject line.

We thank all candidates for their applications. However, only those selected will be contacted. Individuals from equity seeking groups are encouraged to apply.

Funded by Government of Canada - Canada Summer Jobs