



INTERNAL/EXTERNAL POSTING

The Orléans-Cumberland Community Resource Centre (OCCRC), an organization offering social and community services to residents of Orléans-Cumberland, is seeking a:

Administrative Assistant (bilingual)

Permenant – Full-time Position

The OCCRC is located on unseeded Algonquin territory. Its mission is to work with the community to support individuals in their efforts to achieve their full potential with services designed to meet their physical, emotional, social, economic and mental needs. Our values include respect, personal connection, diversity and inclusion, as well as empowerment.

Hourly Wage:	\$ 26.75 to \$ 29.31
Hours:	5 days / week (35 hrs)
Reporting to:	Manager of Finance, HR and Administration
Nature of position:	Assist staff and management with administrative duties

Reporting to the Manager of Finance, HR and Administration, the Administrative Assistant provides administrative and organizational support to the Management Team. They also provide support in amending policies, replacing receptionist, taking minutes, organizing staff meeting, assisting with managing building/equipment repair and maintenance, alarm system, research, tracking employee's details, payroll, etc.

DUTIES & RESPONSABILITIES

Reception duties:

- Replace receptionist for morning, afternoon & lunch breaks;
- Covers receptionist when ill or on vacation;
- Answers all incoming calls and redirects them to appropriate employees and services;
- Provides general information about resources and services;
- Greets and welcomes clientele, volunteers and visitors;
- Receives calls or clients in emergency situations and provides immediate support until referred to proper services;

- Processes incoming and outgoing mail and faxes;
- Keeps schedule of employees;
- Assist with donation data entries (Canada Help, Credit Card or Cash/Cheques); and
- Works one evening per week from 4:30 to approximately 9:00 p.m. & Saturdays from 9:00 to 11:30 a.m.

Assist Management Team:

- Assist management in assorted researches, which could be used for policies, stats, funding applications, etc.
- Undertakes all tasks related to organizing Annual General Meeting (ex. Invitation, annual report, by-laws, newspaper ads, etc.)
- File the Annual Provincial return under the “Corporations Information Act” as required, updates corporate records;
- Prepares agendas for various staff meetings (ex: monthly CRC/Agencies staff meetings, discussion forums, etc.) and produces/distributes formal minutes;
- Assist with Website and Facebook postings, when needed;
- Assist with eNewsletter, when needed;
- Assist with monthly updates to TV communication in waiting area;
- Assists with translating small documents from English to French or vice versa;
- Organizes and maintains an effective filing system (paper and electronic);
- Prepares and/or edits reports, documents (ex: organization charts, presentations, etc.) and correspondence for management and staff;
- In addition, all other related duties as they may be requested.

Assist Manager of Finance:

- Prepares bank slips and deposits revenue at bank on an as needed basis (as money is received);
- Tracking and registers the staff to First Aid, CPR and AED training, and does follow-ups;
- Tracking annual Criminal Reference Checks reporting;
- Assists in the amendments of the Centre’s policies and procedures and ensures that most recent policies and procedures are posted on shared network and available to staff;
- Prepares agendas and attends various staff meetings (ex: monthly CRC/Agencies staff meetings, discussion forums, etc.) and produces/distributes minutes;
- Assists with monthly filing of invoices and year end preparation of invoices for audit;
- Assist with Payroll breakdown of bi-weekly reports;
- Work closely with Finance Manager manage the daily up keep of building & equipment (repairs and maintenance);
- Assist TYCO security – request or deleted employees – keep track in excel file all TYCO codes provided to staff and partners, also create TYCO cards for employees;

- Assist with process payroll entries in PowerPoint - if need when Finance Manager away; (NOTE: DayForce report will be exported to PowerPoint by another Manager);

- Participate to two outreach activities, in the community, every year Experience working with a multidisciplinary team;
- Attend staff meetings and staff retreat;
- Attend internal committee meetings;

QUALIFICATIONS

Academic and professional requirements

- Post-secondary degree in administration or related discipline;
- Minimum 3-5 years' experience as an administrative assistant;
- Strong ability to work well independently and great initiative;
- Strong organizational and planning skills;
- Strong interpersonal and teamwork skills;
- Good judgment and discretion with confidential information; and
- Ethno cultural diversity experience is an asset.

Language Skills

- Strong written and oral communication skills in French and English.
- Communication skills in other languages are an asset.

Technology Skills

- Have a good knowledge of the following software:
 - Windows environment, Microsoft Word, Excel, PowerPoint, Outlook;
 - WordPress, Promoter, Canvas, Survey Monkey, DocuSign, Mail Chimp;
 - FileMaker, PowerPoint and DayForce;
- Knowledge of branding in the community non-profit sector;
- Knowledge working with Canada Help; Charity Village an asset.

OTHER REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work a flexible schedule including evenings;
- Ability to work in a multi-disciplinary team;
- Having a valid CPR and First Aid certification;
- Have a valid driver's license and access to a vehicle.

If you are interested in this position, please send your resume before 8:00 a.m. on Monday, January 31, 2022 to:

Orléans-Cumberland Community Resource Centre
Selection Committee (Suzanne Wert)
Administrative Assistant Position
105-240 boul., Centrum, Orléans, ON K1E 3J4
Fax: 613-830-4196 --- Email: suewert@crcoc.ca

The OCCRC is committed to including equity and diversity in its practice by being responsive to individuals' needs, and deliver equitable outcomes for all, regardless of their aboriginal status, race, colour, culture, ethnicity, language/linguistic origins, ability, socio-economic class, age, ancestry, nationality, religion or faith, sex, gender (identity & expression), sexuality, sexual orientation, mental or physical condition, family status, residency/migration status in Canada and all other forms of oppression that a person may experience.

The OCCRC is an equal opportunity employer who values the diversity of individuals in our programs and services. If at any stage in the selection process you require special accommodation, please let us know the nature of the required accommodation.

We would like to thank all those who have submitted a job application in advance, but will only those selected for an interview will be contacted.