

<b>Position title</b>	<i>Administrative Assistant</i>
<b>Immediate supervisor</b>	<i>Executive Director</i>

## Position Overview

We are looking for an upbeat and energetic Administrative Assistant with excellent communication and office management skills. You will be assisting Connexions' staff, clients, partners, and suppliers by providing attentive, polite, and professional support via phone, and e-mail, and generally being a helpful and a positive presence in the workplace.

You have great attention to detail and are able adapt to the changing needs of the organization. The Administrative Assistant possesses sound judgement, is resourceful along with a great sense of initiative.

A post-secondary degree in a related field with prior administrative and accounting experience is strongly desired. Prior experience working with a non-profit is an asset.

## Skills Requirements:

### **Adept in technology**

You must be very familiar with Microsoft Office software such as Excel, Word and PowerPoint. Knowledge of Microsoft 365 for Business, Dropbox, Trello, MailChimp and WordPress are definite assets.

### **Verbal & written communication in English and French**

You must have excellent communication abilities in English and French. This includes handling and responding to incoming phone calls, correspondence and e-mails from clients, partners, or suppliers in a timely and professional manner. In addition, it's important to have a friendly and positive attitude when interacting with clients, partners, and other employees. A good knowledge of the health and social services system in the Outaouais is a definite asset.

### **Organization**

You must have strong organization skills to manage your tasks and to keep the office organized. This includes organizing team meetings, events, and filing systems to ensure they are efficient and structured to meet the needs of the organization.

### **Time management and priority setting**

You must be highly organized and able to accurately estimate the time required for tasks to be able to meet the various needs of the team and to ensure that deadlines are met. Prioritizing your tasks in order of importance is vital for the smooth operation of the office. You are also responsible for implementing and documenting processes that support the efficiency of the office and the tasks of the team.

### **Resourcefulness and adaptability**

As an Administrative Assistant, you will need to be resourceful when searching for information and resources in order to support the team in their tasks. Adaptability is key when working in a fast-paced environment where priorities can change. Critical and creative thinking are required to make sure that the tasks executed achieve the required results and deadlines.

### **Detail-oriented**

You must be detail oriented to ensure the accuracy of information, such as the handling of sensitive communications from clients and partners and any correspondence whether internal or external to uphold a high level of professionalism.

### **Initiative**

As an Administrative Assistant, you are expected to demonstrate initiative by assessing new tasks, opportunities or improvements that facilitate the operation of the organization and the team. Presenting a solid rationale for changes is much valued and important for the effective implementation of new initiatives.

### **Collaboration**

Collaboration is key to Connexions' success as many tasks are interrelated and interdependent. It is essential that you be able to work in a team environment that requires excellent communication skills in order to generate innovative ideas and solutions that support the organization's mission.

## **Tasks And Responsibilities**

- Provide support for the preparation of reports, project applications, evaluations, meeting minutes, etc.
- Handle office tasks, such as filing, setting-up meetings, and ordering supplies.
- Screen all incoming phone calls and emails and direct as appropriate.
- Provide technical support for virtual events and be on-hand for in-person activities such as webinars, workshops, the Annual General Meeting, Forums, Clinics etc.
- Provide real-time scheduling support by booking meetings, appointments and preventing conflicts.
- Reserve locations and catering for events.
- Maintain and coordinate lists of registrations for events.
- Compile and summarize participant evaluation forms and add new Members to our MailChimp account.
- Order materials, create information kits and prepare mailouts for workshops, information sessions, Forums, videoconference sessions, etc.
- Maintain, coordinate, and order office supplies.
- Maintain and update the documentation library.
- Maintain and update lists such as promotional materials, documentation, inquiries, list of contacts, directories, office equipment, etc.
- Maintain and update files (electronic and hard copies).

- Manage the general paper and electronic mail.
- Maintain office equipment.
- Develop and update administrative systems to make the office more efficient.
- Process staff expense claim forms.
- Process supplier invoices.
- Liaise with staff, contractors, and external stakeholders.
- Provide regular activity reports to the Executive Director.
- Attend external meetings on occasion; and
- Other related duties and functions as identified by the Executive Director.

## Hours of work

35 hours per week from Monday to Friday (full-time).

## Remuneration

Salary ranges from \$45,000 – \$50,000.00 depending on your previous work experience.

Successfully complete 1 year of employment and receive a \$2,000.00 retention bonus.

## Location of work

67, rue du Couvent, Gatineau (Aylmer Sector), QC, J9H 6A2 (free parking available)

## Benefits

Connexions' offers a group benefit package following a 3-month probation period, which is cost-shared 50% between the employee and the employer.

## Applying

Submit your application by sending your CV with a presentation letter to [e\\_menard@centreconnexions.org](mailto:e_menard@centreconnexions.org) by Wednesday, November 30, 2022 at 4:00 pm.

Only candidates whose profile matches the requirements of the position will be contacted for an interview.

## **Mission**

Connexions Resource Centre is a not-for-profit community organization whose mission is to serve and promote the health, well-being, and vitality of the English-speaking population of the Outaouais.

## **Vision**

To be a recognized leader at creating connections to enrich the health, vitality, and well-being of the English-speaking community.

## **Mandate**

Connexions responds to the health and social service needs of the Outaouais English-speaking community by providing information and referrals, developing, and offering health promotion programs and activities and collaborating with public and community partners to improve access to services.

## **Values**

Integrity, respect, inclusiveness, innovation

*Connexions Resource Centre* adheres to principles of equity in employment.