
POSITION DESCRIPTION

JOB TITLE: Administrative/Program Assistant (Part Time)

Summary of Responsibilities: Reporting to the Executive Director, the Administrative/Program Assistant shall assist the Executive Director in the performance of her duties.

Specific Responsibilities and Duties

- (a) Reception: Answer phone calls for Centre; Greet participants & visitors.
- (b) Assist with designing & creating monthly newsletter under the supervision of the Executive Director; ensure the distribution of newsletter and posters.
- (c) Assist with online presence for activities, programs & events by maintaining and updating social media platforms such as Facebook, website and other online media platforms used by the centre.
- (d) Maintain program and volunteer statistics.
- (e) Follow and Monitor office procedures.
- (f) Contact and organize volunteers to support Centre activities & needs.
- (g) Maintain filing system, membership list and record system.
- (h) Assist with collecting fees for membership, programs and fundraising events.
- (i) Promote programs and activities at front desk and through contact calls.
- (j) Assist or facilitate programs as required.
- (k) Perform other related duties as required.

Qualifications

- (1) Computer knowledge and demonstrated proficiency for MS Word, Excel, Outlook, & other email formats.
- (2) Knowledge and experience in online platforms such as Website management, Facebook and other social media tools.
- (3) Willingness to learn, adapt & explore technology to improve communication and promotion of programs, activities and events of the Centre.
- (4) Strong social and interpersonal skills.
- (5) Solid mathematical skills.
- (6) Ability to work in a team environment.
- (7) Desire to work with older adults and volunteers.
- (8) Initiative and ability to work with minimal supervision.
- (9) Ability to multi-task and prioritize independently.

(10)Physically capable to lift and carry up to 20 lbs (moving chairs, tables and program equipment required).

(11)Certification in CPR & First Aid an asset.

(12)Certificate in Volunteer Management an asset.

May 2020