



November 15, 2022

Internal/External Job Posting #AD10-22-04

Administrative Assistant – Casual

Collingwood Neighbourhood House's mandate is to promote the well-being of the Renfrew-Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community's social, educational, economic, health, cultural and recreational needs.

Job Overview

We are looking for an experienced Administrative Assistant to join our enthusiastic team in the administration office at the Collingwood Neighbourhood House (CNH) main site. Administrative Assistants provide a variety of administration and clerical support, which is key to the successful operations of CNH. Responsibilities include but are not limited to recording meeting minutes, ordering and maintaining inventory of supplies, filing, drafting correspondence, typing documents, faxing, processing and posting mail, updating the CNH website (content) and maintaining various CNH databases. The ideal candidate is a collaborative team player who is proactive, takes pride in their work, and is open to gaining new skills and learning not only from but also with our team. We are looking to hire someone who is passionate and committed to their employment to contribute to our already outstanding team and meet our organizational objectives.

Skills & Qualifications

- Administrative professional with 3 to 5+ years' proven experience in an office environment
- Office Administration or Administrative Assistant Certificate or Diploma required
- Excellent English written, oral, and interpersonal communication skills
- Excellent organizational skills with the ability to work independently, prioritize assignments and manage changing priorities
- Ability to work effectively under pressure in a busy environment, handle heavy volumes, meet demanding deadlines and think on their feet while maintaining a positive attitude and producing high quality work
- Strong attention to detail
- Strong research and analytical and problem-solving skills
- Excellent skills and proven experience in recording meeting minutes required
- Proficient knowledge of MS Office software for Windows – Word, Excel, Outlook, Publisher, PowerPoint, etc.
- Proficient with web-based computer technologies such as Google Docs, Google Sheets, Google Drive, SurveyMonkey, etc.
- Ability to deal professionally and diplomatically with staff, volunteers and program participants
- Accurate typing speed of at least 60 wpm
- Ability to work flexible hours including evenings
- Ability to help with event and meeting setup and cleanup
- Must be fully vaccinated against COVID-19

Assets

- Intermediate Adobe Acrobat, WordPress, and HTML skills
- Experience with database applications like MS Access
- Experience with setting up virtual meetings, e.g. Zoom

- Experience with social media
- Experience in creating and printing newsletters and other printed materials
- Experience working in a multicultural setting
- Second language
- Valid BC driver's license and access to a vehicle

Job Details

- Salary: \$22.92/hr to start with progression, as of Oct 1, 2022
- Schedule: Casual – On call/as needed Monday to Thursday, 9 am–5 pm
- Location: 5288 Joyce Street, Vancouver, BC
- Start date: As soon as possible
- This position is covered by a Collective Agreement with CUPE Local 1936

APPLICATION PROCESS

Applicants must be legally entitled to work in Canada. If you are not currently authorized to work in Canada, CNH will not consider your job application. As per the Collingwood Neighbourhood House Human Resources Policies and Procedures, all factors being equal, first priority will be given to qualified local and internal applicants. We encourage applicants with lived experience of structural inequity to apply, and in particular those who identify as Black, Indigenous, People of Colour, LGBTQ2IA+, and those living with a visible or invisible disability.

PLEASE SUBMIT A COVER LETTER AND RESUME TO:

Irene Mella

Office and Communications Manager

Collingwood Neighbourhood House
5288 Joyce Street, Vancouver, BC, V5R 6C9
Email: imella@cnh.bc.ca

Please quote reference #AD10-22-04

CLOSING DATE: Tuesday, November 29, 2022 at 2 pm

APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED

***We thank all individuals who apply for this position and will be contacting shortlisted candidates directly.
No phone calls please.***