



UNDER ONE ROOF
Wellness. Community. Purpose.



Internal & External Job Posting 2021-29

Position	Administrative Assistant
Status:	Regular Part-time
Work Area:	Administration
Shift:	Monday - Thursday (subject to change) 32 hours
Wage/Salary:	Grid Level 10 \$21.63
Posting Date:	September 10, 2021
Closing Date:	September 17, 2021, or until position is filled

This position is open to all staff and evaluated in accordance with the Collective Agreement. Qualified internal candidates shall be considered and interviewed prior to external candidates. This position is open to all genders. This position requires membership in the Union.

Interested individuals should apply by providing a **resume and cover** letter to SHHS Management Team at info@shhs.ca quoting the **Posting No. in the subject line**.

Job Summary:

Reporting to the Administration and Funding Manager, the Administration Assistant performs a wide variety of tasks related to the finance and administration of the Society, including, but not limited to providing supports to the management team, maintaining records and files, preparing co-correspondence, compiling information, maintaining a variety of financial and other records.

General Operational Support and relief

- Uses various software applications to record data, make appointments, coordinate programming and building work orders
- Answers the phone, supports participants with a variety of information and requests, including distributing harm reduction supplies
- Maintains a clean and safe environment, responding to incidents and other duties as they arise.
- Assists staff with effective documentation and recording of information.
- Provides coverage at the front desk for staff to attend meetings etc. requiring general knowledge and ability to respond to questions and requests from participants, volunteers, staff and community members.

Administrative Support

- Screens, prioritizes and distributes incoming correspondence and other materials
- Assists staff and Managers with various administrative duties, as needed
- Supports staff and Managers with IT capacity building
- Maintain organizational files and records systems; program and participant records/databases – including filing for both physical and virtual files
- Assists with inventory, orders, and supplies
- Various data entry tasks such as inputting information into databases and software programs/Arcori, Donor Management System etc.
- Prepares agendas and takes minutes at meetings, as required
- Helps prepare reports from databases and prepare materials for distribution, helps organize and summarize data and information
- Assists with the maintenance of program information and data using spreadsheets and/or software
- Assists with the maintenance of office equipment

Accounting

- Prepare and complete bank deposits
- Maintains petty cash per established guidelines
- Codes source documents such as invoices
- Accounts Payable- collects invoices, codes expenses and provides all payables to the bookkeeper
- Accounts Receivable- tracks resident rent, enters data into Arcori, prepares and tracks invoices, tracks incoming revenue
- Files financial documents including invoices, cheque requisitions, and other documents. Maintains both digital and paper filing system
- Assists the Admin/Funding Manager in the preparation for the audit

Donations Support

- Input donor information and donations into Donor Management System database
- Generate donation acknowledgements and letters
- Maintain accurate donor database records
- Supports donor inquiries related to donation processing
- Assists with fundraising campaigns and events, as required

Human Resources

- Assists the managers and administrative team with maintaining human resources non-confidential records including maintaining files such as tracking training and certifications, as well as other HR data.
- Develop and implement an Employee Recognition Program

Education, Training and Experience:

- Grade 12 plus post-secondary courses in areas such as bookkeeping, business/office administration and a diploma in a related human / social service field

- Excellent proficiency with computers and software applications such as Microsoft 365 and the ability to learn new applications.
- Level 1 First Aid Certification
- Driver's License
- Additional preferred assets – training in Crisis Intervention Skills; Conflict Resolution; Harm Reduction; Trauma-informed Practice; Hostile interactions/De-escalation skills
- Two years related experience OR, the equivalent combination of education, training and experience
- Must have a minimum of two (2) years' sobriety if you are a "person with lived experience" i.e. having recovered from substance use issues.
- Criminal Record Clearance – Vulnerable Sector required.

Knowledge and skills

- General understanding of the social services sector – working with people who live with the intersecting challenges of poverty, the effects of trauma and abuse, systemic social barriers, mental illness and addiction
- Strong computer/technology skills: proficiency with MS 365, ability to learn and use many different applications (Link2Feed, Arcori, HIFIS, etc.); ability to train others.
- Excellent writing and communication skills – strong punctuation, grammar, vocabulary essential
- Strong attention to detail with the distinct ability to take initiative where needed - on tasks, special projects etc.
- Strong adaptive skills – able to manage competing pulls on your time, variety of operational needs etc.; able to problem solve, collaborate, and innovate for best solutions.
- Highly organized and focused with an ability to complete on jobs started.
- Familiarity with bookkeeping and accounting cycles.
- Ability to operate and troubleshoot office equipment and systems.
- Demonstrated ability to work independently and within a team environment.
- Demonstrated ability to make decisions understanding organizational impact.
- Demonstrated ability to be open-minded and non-judgmental.
- Demonstrated ability to take direction from others.
- Demonstrated ability to understand and maintain client/worker boundaries.
- Demonstrated ability to communicate with a high degree of accuracy and emotional intelligence
- Willingness to learn new skills, adapt and support a client-centered work environment, and appreciate a multi-perspective approach