

Transition House

Building Strong Foundations

ADMINISTRATIVE ASSISTANT – PT Contract

Position Summary:

This is contract opportunity to support the additional administrative needs at Transition House during the pandemic period. The Administrative Assistant will work flexible hours, many from a home office, for a total of 30 hours a week. This role is to provide administrative support to the Executive Director with an anticipated end date of March 31, 2021. The Administrative Assistant will support the mission of Transition House and work in collaboration with other organizational staff as required.

Skills and Knowledge Required:

- Previous experience within a team-based environment supported by a post-secondary certificate in administration and/or finance
- Ability to be flexible with some work from home and the office as required
- Excellent computer literacy and familiarity with standard MS Office programs and data spreadsheets (including formulas)
- Ability to book virtual meetings, take minutes and manage distribution lists
- Ability to initiate and work collaboratively and in partnership with a variety of community agencies that serve the needs of Transition House clients
- Excellent interpersonal and communication skills, both written and oral
- Good time management, problem-solving and assessment skills
- Clear police check (vulnerable sector), renewed annually.

Summary of Duties and Responsibilities:

- Attend all meetings of the Executive Director and prepare distribute minutes
- Collect and manage all documentation associated with billing and invoicing
- Work with the accounting department to ensure monthly reconciliations of accounts
- Support the administration needs of the Board Treasurer as required
- Responsible to ensure regular banking transactions including deposits
- Participates in program and agency meetings and relevant training
- Support communications with branding for all external documents
- Maintains individual records that follow organizational filing system
- Support the creation of an online directory
- Creation of advertising materials for distribution related to fundraising

Interested applicants are to forward their resume by July 24, 2020 to Anne Newman, Executive Director at anewman@thshelter.ca.

Transition House is an emergency shelter. www.thshelter.ca In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Transition House will provide accommodation in all parts of the hiring process as required, upon request from applicants.