



## **Administrative Assistant Education Department**

**12 month contract position beginning November 25, 2019**

**Location:** 28 Athens Street, Hamilton, ON L9C 3K9

**Reports to:** Director of Educational Programs

**Hours:** 20hrs per week, schedule TBD

**Compensation:** \$18-20 per hour

**Application Deadline:** November 18, 2019

### **About Neighbour to Neighbour**

Neighbour to Neighbour (N2N) Centre, a non-profit, charitable organization, has been addressing the needs of our community for over 30 years. N2N connects people to our emergency and preventative services as well as directing them to other community resources. N2N serves our community with qualified staff and trained volunteers in four departments: Emergency Food, Community Food, Family Services and Educational Support.

The Administrative Assistant is aligned with Neighbour to Neighbour's Mission, Vision and Values. They understand that staff and volunteers work side by side as equal members of our team to achieve our goals. The Administrative Assistant provides administrative support for staff and volunteers in all educational programs.

**Neighbour to Neighbour Centre** is currently hiring a part-time Administrative Assistant for their Education Department. This position is part time, 20 hours per week, on a one-year contract. Compensation is \$18-20 per hour.

We are searching for an individual with exceptional organizational and multi-tasking skills and a minimum of 3 years experience working in administrative support, along with a strong desire to grow and develop.

### **The responsibilities of this position:**

- Calendaring & scheduling for staff & volunteers
- Compiles, organizes and verifies all student data
- Data entry utilizing a dedicated software program - Vsys One
- Prepare correspondence, reports, manuals, documents and spreadsheets, etc.,
- Tracks all volunteer statistics: i.e. training dates, years of service
- Effectively maintain electronic and hard copy filing systems
- Orders office supplies, and prepares requisition forms
- Updates and maintains volunteer handbooks, training materials

- Prepares surveys, sets up distribution and compiles data
- Coordinates with staff to provide data, survey information and statics for reporting
- Creates PowerPoint presentations for education sessions
- General event planning including run sheets, RSVP's, attendance tracking
- Preparation of hospitality items for meetings and coordination of catering
- Other duties as required

### **Qualifications & Experience:**

- Superior organizational and time management skills with attention to detail
- Ability to multitask through frequent interruptions
- Ability to read, write & speak English with excellent grammar and proof-reading skills
- Advanced Microsoft Office skills (Word, Excel, PowerPoint, Outlook), InDesign, Illustrator, Photoshop and Adobe Acrobat Pro experience or willingness to learn
- Ability to problem solve independently & exercise good judgement
- Strong team orientation as well as the ability to work independently
- Post-secondary education or equivalent experience

### **Core Competencies:**

- Integrity, Excellence, Respect, Teamwork & Collaboration, Commitment to Diversity, Equality & Inclusion, Conflict Resolution, Oral Communication, Privacy & Confidentiality, Flexibility, Customer Service

**Access to a vehicle and a valid Driver's License-Class G is an asset.**

To apply for this position, please send your cover letter and resume via email to: [tutor@n2ncentre.com](mailto:tutor@n2ncentre.com)

Please send all documents in one file labeled with your name.

Please put **Education Assistant** on the subject line.

No generic applications will be considered.

Applications are due by **November 18<sup>th</sup>, 2019**

*Neighbour to Neighbour Centre is committed to employment equity and encourages applicants from equity seeking groups. We regret that only those applicants being considered will be contacted.*