

**Administrative Assistant  
Children and Youth Centre  
Classification B: 35 hours/week  
Start Date: June 29, 2018      End Date: March 29, 2019  
With possibility of extension for 28 hours/week  
External Job Posting**

**Posting Date: June 22, 2018**

**Job Summary:**

CultureLink is seeking a dynamic individual to provide administrative and communication supports to the operations of the Children and Youth Centre. The Administrative Assistant will coordinate office activities, coordinate internal and external communications with stakeholders, manage information and facilitate internal administrative operations. **CultureLink works within an anti-oppression framework and is committed to equity.**

**Major Responsibilities / Tasks:**

- Welcome visitors by greeting them, in person or on the telephone; answering or referring inquiries;
- Direct visitors by maintaining employee and department directories and giving accurate instructions;
- Act as main contact responding to all newcomer and community enquiries;
- Provide administrative support to the Manager of Community Services, processing petty cash, keeping track of travelling logs, taking minutes at the staff meetings, and assisting with collecting information and reporting;
- Maintain the telecommunication, photocopier, and IT systems by following appropriate protocols;
- Order, maintain and organize office supplies required for the functioning of the Children and Youth Centre;
- Maintain weekly sign in/out staff, volunteers, and students attendance sheets;
- Receive and send fax messages;
- Coordinate scheduling, bookings, and referrals;
- Distribute mail and faxes into staff mail boxes;
- Maintain the First Aid Kit;
- Keep an efficient, clean, presentable and organized reception, intake rooms and general areas;
- Mentoring of volunteer receptionists and those assigned to the reception as administrative support;
- Maintain the Children and Youth Centre communications, health and safety, and program schedule Boards.
- Maintain strong presence on CultureLink's website, social media, and newsletter;
- Assist with developing outreach materials, and provide support with outreach services to the surrounding community by giving presentations and distributing flyers;
- Connect participants with needed supports within CultureLink and other organizations;
- Any other duties assigned by supervisor.

**Qualifications:**

- Excellent people skills with sensitivity to different cultures – experience working with a very diverse clientele is required and fluency in a second language is an asset.
- Postsecondary degree in a relevant social service or business administration discipline.
- Excellent organizational skills with keen attention to details; excellent time management; ability to prioritize and multitask.
- Comfort with doing presentations to community groups on an occasional basis.
- Experience with budgeting process an asset.
- A dynamic team player able to work effectively with diverse workforce and bring in positive energy to the team.
- Flexible with team work scheduling, considerate and collaborative with tasks distribution.
- Familiar with various services available to address newcomers' needs and challenges, and able to make meaningful referrals. Certification in Information and Referral (CIRS) is a great asset.
- Excellent grasp of Microsoft Office, WordPress, Constant Contact and social media tools (e.g., Twitter, Facebook, blogging and video-editing) is required.

This position is remunerated at \$21.42 – \$22.76 per hour. The *deadline* for external applicants is June 27, 2018 at 5:00 pm. We thank all applicants for their interest in the position, however, only candidates selected for an interview will be contacted.

If you are interested in this position, please submit your cover letter and resume by email to the Office Manager at [jobs@culturelink.ca](mailto:jobs@culturelink.ca), quoting reference number **CLU-2018-45**. For more information visit [www.culturelink.ca](http://www.culturelink.ca).

**This is a Bargaining Unit Position**