

## Job posting, External

<b>Job title:</b>	<b>Administrative Assistant, SWIS</b>
<b>Classification:</b>	<b>B</b>
<b>Compensation:</b>	<b>\$24.15 – 25.63 per hour</b>
<b>Hours:</b>	<b>35 hours per week</b>
<b>Start:</b>	<b>As soon as possible</b>
<b>Reports to:</b>	<b>Manager, Settlement Workers in Schools</b>
<b>Posting Date:</b>	<b>November 26, 2024</b>
<b>Reference Number:</b>	<b>CLU-2024-34</b>
<b>Deadline to apply:</b>	<b>Until closed</b>

To apply, submit your cover letter and resume by email to the **Executive Assistant** at [jobs@culturelink.ca](mailto:jobs@culturelink.ca), quoting the reference number.

CultureLink is a settlement and community organization with 35 years of experience in developing and delivering services to meet the needs of diverse communities. **CultureLink works within an anti-oppression framework and is committed to equity. This is a bargaining unit position.**

### Job Summary:

CultureLink is seeking an Administrative Assistant position for The Settlement Workers in Schools (SWIS) program. SWIS provides needs assessment, referrals, follow-up support to clients, and group sessions to newcomer families and youth. Goals are to assist clients in understanding the Canadian education system, and to access important settlement resources to help clients make informed settlement decisions. SSP provides one-on-one assistance, information, and orientations related to settlement and a variety of youth orientation sessions.

The Administrative Assistant supports the manager and the SWIS team to meet the program objectives by organizing, promoting and carrying out and documenting program activities and other administrative support as required.

The ideal candidate must be proficient with Microsoft Office and online tools (for example Zoom, Teams, Canva), and able to support co-workers in the use of technology.

Maintaining positive relationships with CultureLink colleagues and external partners is essential to program success. All agency staff are expected to support each other and to collaborate on agency-wide initiatives.

In-person work at one or more sites is required, depending on public health conditions.

## Duties

- Provide administrative assistance to CultureLink's SWIS Program;
- Establish and maintain a positive working relationship with the SWIS team;
- Provide technical support to front-line staff as needed re: OCMS, iCare, equipment;
- Provide some administrative support to SWIS management on a regular basis as assigned;
- Create and modify SWIS documents such as reports, letters and surveys;
- Collate surveys and produce cohesive and comprehensive final report;
- Implement electronic evaluation and stakeholder surveys;
- OCMS database corrections, follow-up with front-line, monthly iCare uploading;
- Assist with creation of SWIS materials such as fliers, brochures and posters;
- Take minutes of SWIS meetings, advance room bookings for trainings/events;
- Update the SWIS team schedule and school service list as needed;
- Process invoices from suppliers;
- Order and maintain SWIS office supplies, advise SWIS management of needs;
- Maintain up-to-date inventory of SWIS equipment: desktops, laptops, printers;
- Signing out staff laptops, cellphones, internet rocket sticks, maintain binders;
- Prepare laptops for IT support as needed, basic technical problem solving as needed;
- Petty cash administration and support, disbursements, reconciliation and requisitions;
- Participation in agency events and committees as assigned;
- Other duties as assigned

## Required Work Capacities

- Physical demands: sitting at a desk for computer work (50% of the workday) and meetings; lifting files and supplies (up to 5 kg); working in an open office
- Non-physical demands: regular evening work with advance notice; occasional deadlines; variety of tasks
- Social/emotional demands: teamwork; relationship/network-building; working closely with the public, with clients and with colleagues
- Cognitive/mental demands: attention to detail; multitasking; organizational ability/time management, adaptability, sound judgement, effective written communication

## Qualifications

- Diploma or degree in Business Administration or another related field, or a combination of education and experience
- One year of work experience in a community services or business setting
- Satisfactory Vulnerable Sector Screening within the past six months

- OCMS and iCARE experience will be considered an asset
- Fluency in languages other than English is an asset
- Strong oral and written communication skills in English
- Facilitate the use of digital outreach tools and social media
- Must be authorized to work in Canada