

CAREER OPPORTUNITY

Job Title: Administrative Assistant
Job Type: FT (30 hrs/wk) 9 AM to 4 pm Mon to Friday
Reports To: Executive Director

PURPOSE:

This full-time position will provide administrative support facilitating the efficient functioning of agency operations. The Administrative Assistant will provide support to the Executive Director and to the Manager of Volunteers and Peer Engagement in the area of operations, financial administration, fundraising and human resources. Duties include scheduling, reception, information and referral, clerical duties and liaising with onsite healthcare clinics. The successful candidate will have demonstrated excellent interpersonal, organizational, and time management skills. They will have experience working with volunteers, coordinating projects and special events. Experience working with and understanding the needs of marginalized and diverse *key populations is essential.

ACCKWA is an AIDS Service Organization with a 30 + year history of responding to the changing needs of the diverse communities within Waterloo Region and individuals infected, affected and at risk for HIV/AIDS through the provision of prevention, education, advocacy and support programs and services. The successful candidate will have experience working in an office or non-profit social services environment, and the ability to identify and collaborate effectively with other ACCKWA staff and community partners to ensure service participants receive just, appropriate assistance.

Learn more: www.acckwa.com

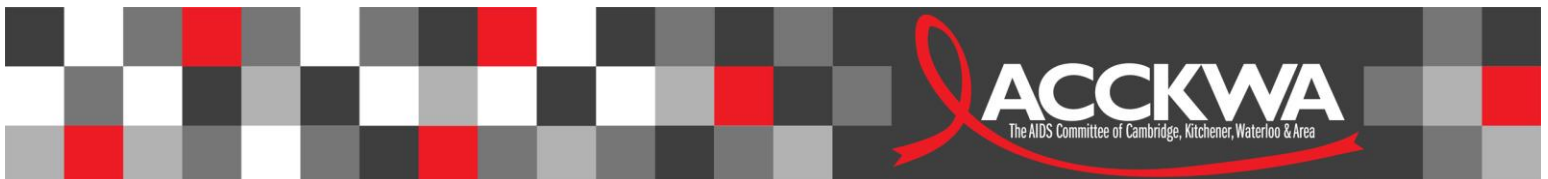
PRIMARY RESPONSIBILITIES

Office Management, Operations, Reception and Administration

- Provide daily telephone and reception duties at ACCKWA main office, and detailed information and referral support
- Contributing to completion of an annual workplan with timeline and goals derived from agency and funder strategic and operational objectives
- Monitor and maintain adequate inventory of office supplies and equipment
- Monitor in-office scheduling and meeting room bookings
- Schedule staff meetings
- Responsible for incoming and outgoing mail
- With direction from Executive Director, and Manager of Volunteers and Peer Engagement and Health and Safety Officer, contacts Property Manager related to office maintenance issues,
- Maintains confidentiality and contributes to operations and HR manuals, and relevant databases and files
- Assists with preparation of semi-annual reports to funders
- Maintains monthly statistics

Financial Administration and Human Resources

- Assists with file maintenance related to human resources, financial administration and operations
- Reviews and prepares cheque requisitions for Executive Director review
- Monitors the budget within each project task area to ensure that resources are utilized as budgeted
- Issues charitable tax receipts



Agency Promotion, Fundraising, and Social Media Management

- Maintains inventory of general agency promotional items at designated venues
- With direction from Executive Director and Manager of Volunteers and Peer Engagement, plans and executes existing annual fundraising events
- Monitors and contributes to agency social media content and presence

QUALIFICATIONS

- Diploma in office administration preferred
- Minimum one-year experience working in a business or social services environment
- Some knowledge of harm reduction, HIVSTBBIs and the social determinants of health
- Excellent written communication skills
- Strong organizational/administrative and team skills and an ability to function well under pressure
- Comfortable working with people of all backgrounds (i.e. sexual orientation, gender identity, marginalized Indigenous and non-white racialized communities, individuals challenged by addiction)
- Ability to speak openly and frankly about sexuality and recovery in a non-judgmental manner
- Experience in customer service
- Proficiency in Microsoft Office, database and presentation software
- Must have a valid G Class driver's license and access to a reliable vehicle

How to Apply

Application deadline is September 10, 2021 at 5:00 p.m. Please send resume and cover letter to Ruth Cameron, Executive Director at director@acckwa.com. **Please add "Job Posting – ACCKWA Administrative Assistant" to the subject line.** No phone calls, please. Qualified individuals being considered will be contacted for an interview.

ACCKWA is committed to employment equity and encourages applications from all qualified candidates including individuals from *key populations who may identify as peers or people with lived expertise, people with past experience of homelessness, individuals in recovery from substance use, people living with HIV and / or Hepatitis C, 2SLGBTQ-identified persons, persons with disabilities, Indigenous, First Nations, Inuit and Métis individuals, and members of Black and other racialized communities.
Additional languages are considered an asset.

