

Job Title: General Administrative Assistant – Youth CE**Job Summary:**

We are seeking an organized and motivated Youth Administrative Assistant to join our team. The ideal candidate will provide administrative support to various departments within our organization and contribute to the smooth and efficient operation of our office. This role requires basic organizational and communication skills, attention to detail, and the ability to handle a variety of tasks and responsibilities. Training and mentoring will be provided.

Key Responsibilities:

- Provide administrative support to various departments within the organization, primarily the Community Engagement department.
- Coordinate daily schedules, appointments, and meetings for team members.
- Answer and direct phone calls, take messages, and respond to inquiries as needed.
- Handle incoming and outgoing correspondence, including mail and email.
- Maintain and update electronic and physical filing systems.
- Maintain a clean and organized office environment.
- Assist in data entry and record-keeping.
- Perform basic bookkeeping tasks such as expense tracking and invoice processing.

Qualifications:

- Administrative experience.
- REQUIRED: Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Good written and verbal communication skills.
- Attention to detail and problem-solving ability.
- Ability to work independently and as part of a team.
- Professional and courteous demeanor.
- Familiarity with office equipment and basic office software.

Additional Information:

- Position Type/term: Contract, part time for 8-12 weeks beginning Nov 15, 2023.
- Location: 2019 Dundas St.
- Salary: \$22/hour
- Due to the nature of the funding for this position, the successful candidate will identify as indigenous and be between the ages of 19-30.

How to Apply:

Interested candidates should submit their resume and a cover letter explaining their qualifications and interest in the position. Please send applications to Sarah Cushman via email:

sarah.c@aboriginalmothercentre.ca.