



Position/Title: Administrative Assistant/Bookkeeper

This position is considered the Central Hub of the Organization, without which, all other pieces could not function effectively.

Administration:

Reporting to the Executive Director this position acts as an assistant to the Director and supports all levels of the agency in the day to day operations of the organization.

Bookkeeping:

This position will support the bookkeeping function by collecting payments, completing deposit forms and some reconciliation of accounts.

GENERAL DUTIES
Reception <ul style="list-style-type: none">- Greeting Clients, Donors and other Visitors;- Answering and Directing all Phone Calls, taking messages;- Provide a pleasant, non-judgmental and helpful environment within all the facets of the organization;- Keep private and confidential, all matters of the board, clients, staff and volunteers.
Social Media/Marketing <ul style="list-style-type: none">- Responsible for posting to Social Media (Facebook and Twitter) collaborating as necessary with the Executive Director and Fund Development Manager and with approval from the Executive Director as necessary;- Collaborate with Fund Development Manager on the development of timely and relevant donor and sponsor communications (newsletters, electronic blasts, promotion of events etc.);
Assistant to the Executive Director <ul style="list-style-type: none">- Research as directed;- Preparing documents;- Editing and proofreading;- Scheduling;- Prepare all required documents/packages for monthly board meetings and Annual General Meetings, including agendas approved by Executive Director;- Record and prepare board meeting minutes and distribute as directed;- Tracking and ensuring all policies and hiring documents are completed and stored as directed for employees;- Maintain Board Member files;- Ensure all requisite forms, policies and documentation are completed and signed by Board Members;- Complete and send all documentation as required by Provincial and Federal government with respect to a not for profit organization;- Maintain Policy Binder & Corporate Minute Book;
Volunteer Coordination <ul style="list-style-type: none">- Interview new volunteers for suitability and placement, using appropriate forms for Alternative and Community Hours workers and ensuring general volunteers obtain or provide updated Police Record Checks for Vulnerable Sector Check;- Ensure all confidentiality and other required documents are reviewed and signed by all volunteers;- Provide basic orientation of facilities & procedures for new Volunteers;- Maintain volunteer files ;- Oversee and Maintain Volunteer Schedules & Tasks;- Record Volunteer Hours for general volunteers and CSO and Alternative Hours workers;- Oversee the Pickup and Drop-Off of Donations and other Items;- Oversee the purchase of Hostel Supplies & Groceries;- Oversee and maintain the Admin building for cleanliness, neatness and accessibility;

Clerical

- Accept, Categorize & Record all Donations;
- Maintain Database of Donors & Volunteers;
- Generate & Issue charitable Receipts;
- Receive, Send & distribute mail;
- Prepare and distribute all correspondence as assigned;
- Filing;
- Maintain and Order Office & Promotional Supplies;
- Support Director and Agency in acknowledging in kind donations/donors as assigned;
- Keep all Promotional Materials and Organizational Documents current & accessible;
- Maintain Records & Statistical Information as assigned ...will include, but is not limited to the following:
 - o Databases
 - o Donations
 - o Personnel Records

Other related duties as assigned.

Qualifications and Preferred Skills:

2-years' experience as Administrative Assistant or equivalent

Proven skills with computer software programs such as Microsoft Office suite

Excellent Communication & Writing skills

Experienced user of social media platforms for business/not for profit

The successful candidate will be comfortable when serving individuals who are living in poverty, coping with mental health conditions and be committed to working from a "social justice" perspective.

To be a successful member of the APCH team it is essential that all employees are empathetic, conduct themselves in an ethical manner at all times, be non-judgmental and respectful of our clients, fellow employees, employers, volunteers, supporters, visitors and all other representatives of A Place Called Home, holding confidentiality to the highest standard.