

FULL TIME EMPLOYMENT OPPORTUNITY

A Place Called Home is now accepting resumes for the position of Administrative Assistant on a contract basis for 30-35 hours per week working under the supervision of the Executive Director in a very busy office. The position is set to start on or before September 16th.

This is a key position within our organization working in all levels of the agency in our day to day operations and where proven skills in creative problem solving, critical thinking and in time management are of the utmost importance.

Abilities and Experience

- The successful candidate will have demonstrated abilities showing themselves to be self-motivated, quick-thinking and organized individuals with experience working as an Administrative Assistant/Receptionist where meeting the public is key.
- An understanding of the Non-Profit, Board Run organization as well as an understanding of social justice issues would be an asset.
- Experience working with volunteers would also be beneficial.
- To be successful as a 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.
- Having some extended experience working in several social media platforms will also be beneficial.
- The ideal candidate will have some experience in event planning and fundraising.

Requirements

- Community College Diploma in Office Administration (Post Secondary) or equivalent;
- Two to three years related professional experience;
- A demonstrated ability working with Microsoft Office Programs (particularly MS Word, Excel and Publisher);
- Outstanding Written Communication Skills;
- Excellent Organizational Skills;
- Experience taking and preparing minutes;
- Exceptional Interpersonal & Verbal Communication Skills;
- Demonstrated ability to work independently;
- Experience dealing with individuals and families in crisis;
- Demonstrated ability to work under pressure;
- Be able to do pickup and delivery of paperwork and small donations around the Lindsay area;
- Comfortable around phone systems and email;
- Some minimal evening and weekend work will be expected.

Other

- Valid Driver's License;
- Reliable Vehicle with appropriate Insurance coverage;

Please Mail Resumes and Cover Letters no later than August 26th, 2019

**A Place Called Home
64 Lindsay Street South
Lindsay, ON K9V 2M2
Attention: Lorrie Polito
OR**

Email to lorrie@apch.ca

*Drop-in to 64 Lindsay Street South in Lindsay Ontario or email for a detailed job description.
Microsoft Word Documents only please*

Only those being granted interviews will be contacted.