

Position: Administrative Assistant – Summer Student
Reporting to: Carly Cunningham, Manager of Communications
Posting Date: May 10, 2018
Start Date: June 25, 2018
End Date: August 17, 2018
Hours: 30 hours per week/flexible schedule
Salary: \$14.00 per hour

Position Summary:

The Administrative Assistant Summer Student is responsible for providing administrative support to a variety of departments within the agency in an efficient and professional manner. In this role the Administrative Assistant Summer Student will interact with clients, staff, volunteers, students, visitors, trades people and the community. The Administrative Assistant Summer Student will demonstrate a commitment to the provision of excellent client services and contribute to a respectful and productive work environment.

Upon request Cornerstone will provide reasonable accommodation for disabilities to support participation of candidates in all aspects of the recruitment process.

Qualifications:

- Between the ages of 15-30 as of June 25, 2018
- Returning to school full time in September, 2018
- Minimum high school diploma
- Excellent computer skills – Microsoft Office programs including Access, databases, Simply, and GiftWorks
- Excellent interpersonal skills to work with co-workers, volunteers and students in a team model
- Excellent written and verbal communication skills
- Excellent problem solving and decision making skills
- A basic understanding of issues related to family violence
- Superior organizational skills and self-motivated
- Proven ability to work co-operatively as part of a team
- Basic understanding of the Comprehensive Continuous Integrated Systems of Care model of service provision

If you are interested in the above contract position, please forward cover letter and resume by 12:00 noon on May 24, 2018 to Carly Cunningham at: ccunningham@cornerstonenorthumberland.ca.

Only applicants being considered for an interview will be contacted. No follow up telephone calls or emails please.

Job Description

ADMINISTRATIVE ASSISTANT SUMMER STUDENT

Reporting to: Manager of Communications

Location: 40 Swayne St.
Cobourg, ON

Purpose of Position

The Administrative Assistant Summer Student is responsible for providing administrative support to a variety of departments within the agency in an efficient and professional manner. In this role the Administrative Assistant Summer Student will interact with clients, staff, volunteers, students, visitors, trades people and the community. The Administrative Assistant Summer Student will demonstrate a commitment to the provision of excellent client services and contribute to a respectful and productive work environment.

Summary of Duties and Responsibilities

1. Administrative

- Administrative support to Manager of Communications and Manager of Community Engagement
- Assist in maintaining all relevant program forms and manuals electronically and in hard copy
- Data entry and database management: Giftworks, MailChimp
- Liaise and coordinate with community as appropriate (agencies, partners, donors etc.)
- Production of presentations (PowerPoint & other) and reports
- Special Project support
- Meeting preparation & minutes as assigned
- Administrative support to programs

2. Reception

- Provide relief to reception, booking appointments and basic screening regarding immediate crisis needs
- Answer and re-direct incoming calls as required
- Relay messages as required
- Respond to basic telephone requests such as general information inquiries

Job Description

3. Other

- Role model effective resolution of conflicts
- Provide back up for some responsibilities of the Receptionist
- Work collaboratively with the managers and other staff to ensure smooth operations within the agency
- Contribute to maintaining security, fire and health and safety standards
- Perform other duties as assigned

Effort to Meet These Responsibilities

- That diplomacy and tactfulness be used at all times
- That schedules/deadlines are met as needed
- That emergency/crisis situations are managed with clear and concise decisions
- That there is adaptability to changes in work space
- Some evening & weekend work required
- Occasional travel may be required
- The use of office machines/equipment including a variety of computer programs
- That good time management skills are used to be effective in these responsibilities performed in a very busy, diverse and highly interruptive environment
- That all responsibilities be performed in keeping with the philosophical framework set out in the Mission Statement of Cornerstone Family Violence Prevention Centre
- Ensure that work performance and behavior is compliant with the Ontario Health & Safety Act

Working Conditions

The clients and the nature of Cornerstone Family Violence Prevention Centre programs presents exposure to:

- Infectious diseases
- Abusive telephone callers
- Verbally and physically aggressive/abusive behaviour from clients
- Possible threat from resident/client partners

The physical nature of Cornerstone Family Violence Prevention Centre provides:

- Extremely busy, sometimes noisy environment
- Lengthy exposure to computer monitor
- Limited personal space
- Noise

Job Description

Skills and Knowledge Required

- Minimum high school diploma
- Excellent computer skills – Microsoft Office programs including Access, databases, Simply, and Giftworks
- Excellent interpersonal skills to work with co-workers, volunteers and students in a team model
- Excellent written and verbal communication skills
- Excellent problem solving and decision making skills
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