

Job description

The Fairview Resource Centre (FRC) is a non-profit community hub located in Fairview, Halifax, NS. The mission is to provide programs and support that enrich lives and foster wellbeing.

Position: Administrative Assistant - PT Position 20 hours a week

Hours: Monday - Thursday 9:00am - 3:00pm (30 min) lunch, work flexibility is required for occasional evening or weekend shifts. There is flexibility for the weekly hours of 22 is available .

This is an in-person position.

Rate of Pay: \$20/hour

Start Date: Aug 29, 2022 - Sept 01, 2023

Contract: 1 year

The Administrative / Program Assistant provides administrative support to the Executive

Director (ED), and the organization overall.

Responsibilities:

- Provides administrative support services to the ED and organization overall
- Manage general inquiries and email account
- Manage and track grants and programs
- Maintains mailing list and distribution of information to community
- Manages website inquires and social media inquires
- Manages monthly calendars and translator requirements
- Manages and develops all social media

- Manages and develops all promotional materials. Experience with Canva software is required.
- Manages and updates WIX website
- Assist in onboarding staff and HR matters
- Assists with ED calendar
- Assist other staff as required
- Assist with offsite tasks such as supplies and assignments
- Handles sensitive situations with diplomacy and tact; uses initiative and judgment to resolve routine and non-routine matters/issues; and ensures the ED is informed of important matters/issues
- Uses tact and discretion when liaising with, institutional and government partners, participants and staff at various levels
- Prioritizes and manages own workflow to ensure quality and efficiency (i.e., meet deadlines; be flexible in adjusting to changing work priorities)
- Uses a variety of software packages and Social Media platforms (e.g., MS Office, Word, Access, Excel, Adobe Acrobat, Google Suite, Canva and WIX - website platform)) to prepare correspondence such as letters, minutes, tables, reports and statistical charts, proposals
- Creates clear, concise communications (i.e., agendas, minutes, email) to reflect critical information
- Demonstrates strong organizational skills while working with the leadership team and other relevant networks
- Track project workflow and scheduling for special projects
- Assist with program evaluations and data collection
- Assist with file organization and record management

Qualifications/Skills:

- Strong social media skills
- Experience with graphic design, utilizing CANVA and WIX an asset
- Excellent communication skills, both verbal and written
- Exceptional organizational and time management skills; demonstrated ability to be self-directed and proactive
- Able to prioritize the urgency of questions or concerns
- Ability to participate as a member of the team and contribute to a positive work environment
- Strong computer skills and experience in the software and platforms mentioned above
- Ability to create and manipulate complex spreadsheets, projects tracking and databases
- Ability to work independently with minimal supervision
- Ability to handle routine and urgent matters independently while maintaining professionalism in all situations and at times with limited supervision
- Proven ability to multitask
- Experience working with diverse populations

Position/Education Requirements

- Minimum of 1 year related experience in administration, communications, executive support
- Business Administration/Administrative Support certificate/certifications/Communication certifications/Social Media certifications and or other certifications for website management an asset
- Multilingual/Arabic an asset

- Have reliable transportation and a valid drivers license*
- Staff are required to be fully vaccinated against Covid-19
- Position is in person and must be available during weekdays between 9-4 pm.
- Police check required

FRC welcomes and encourages applications from people with disabilities and diverse backgrounds. **Should you fit into this category we strongly encourage you to indicate this in your cover letter.**

**THE EXTENDED DEADLINE TO SUBMIT APPLICATION WILL BE NO LATER THAN
AUGUST 5TH 2022, 12:00PM**