Job Posting: Administrative Assistant & Event Coordinator
CLOSING DATE: August 12 2016

Title
Administrative Assistant & Event Coordinator

Terms of employment
6-month contract (initially)
30 Hour position Monday – Friday (specific hours flexible within a certain time frame)
Some events are normally held in the evenings (3 to 4 per year) and require some additional hours.

Salary and benefits
Salary range: $22,000 - $25,000 dependant on qualification and experience

About us: We are a team committed to serving the people of Ottawa facing all aspects of an unintended pregnancy with the highest level of personal and confidential support. Our aim is that no matter where a client is in their personal journey they feel welcome and safe in seeking our services. We provide support and information to youth through community education presentations; pregnancy options counselling for those faced with an unintended pregnancy; pregnancy support; and counselling support to people post-abortion and post-adoption. We are a charitable, not-for-profit rooted in our values as a Christian service organization. Our vision is "to be known by everyone, accessed by all, making informed decisions the standard".

Position Overview:
The Administrative Assistant & Event Coordinator will be responsible for coordinating the daily operations of First Place OPTIONS including financial processing, communications and administrative management. In addition, the role requires involvement with coordination of events or event elements and overseeing volunteers and placement students in the office environment. The Administrative Assistant & Event Coordinator will work closely with staff, to ensure that the activities of the organization are implemented efficiently and effectively.

Key areas of Responsibility:

Office Coordination

- Manage daily functions of the office. Includes ordering supplies, facilitating a work environment for volunteers and others, managing office cleanliness, and other office related duties
- Ensure office information on phone system and website is accurately maintained
- Maintain office contracts
- Maintain several databases
- Various administrative tasks

Communications:

- Responsible for First Place OPTIONS mailings/communication pieces (paper and email format), includes keeping mailing lists updated, creating mailing pieces, sending out communications.
- Responsible for designing promotional material such as posts on social media platforms
- Manage inquires made by phone and email (includes potential clients, current clients, community members, donors and other organizations)

Events:

- Help coordinate and facilitate a number of First Place OPTIONS events and fundraisers
- Provide financial oversight (prep budgets, process expenses and income), ordering of appropriate office supplies for events
- Create communication pieces (email, mailing, social media, etc.) for FPO Events
- Provide oversight to volunteers supporting events
- Manage the incoming data from events

Financial Administration:

- Process invoices and requests for payments.
- Process all financial elements of First Place OPTIONS events and fundraisers
- Process all donations and provide tax receipts to donors
- Work with bookkeeper and treasurer to produce reports, audits, budgets and the completion of Government documents.

Knowledge, Skills, Education & Personal Attributes

Knowledge

- Knowledge of financial inputting and recording
- Knowledge of data entry
- Knowledge of the non-profit sector
- Knowledge of events
- Knowledge of communications
- Knowledge of office management

Skills

- Proficiency with Microsoft Office Products, in particular Excel, Outlook (email, calendar, contacts) Word, and Publisher.
- Superior interpersonal and communication (written and verbal) skills in English. French will be considered an asset.
- Strong technical skills (includes writing, editing, inputting).
- Exceptionally strong organizational skills and attention to details.
- Analytical and problem solving skills.
- Ability to work collaboratively within a team.
- Ability to work with speed, accuracy and consistency.
- Proven ability to work under pressure and meet deadlines.
- Ability to delegate and provide training where necessary.
- Strong ability to multi-task and the ability to work in an environment where interruptions and multiple demands are commonplace.
- Excellent customer service skills.
- Flexible to work evenings and weekends when necessary.

Education
Minimum of a College Diploma or higher is required though applicants with equivalent experience may be considered.

Personal Attributes

- Very detailed oriented
- Honest and trustworthy
- Respectful
- Culturally aware and sensitive
- Flexible
- Demonstrates sound work ethics
- Cheerful, positive, self-starter approach
- Agreement with and willingness to uphold the Commitment of Care, Statement of Core Values, and policies of the Centre.

Application procedure:
Please provide a cover letter and resume Attn: Jaclyn Walton, no later than Friday, August 12th, 2016.

By email:
info@firstplaceotpions.ca

By Mail:
P.O. Box 91036 Kanata Centrum
Kanata, ON. K2T 0A3

First Place OPTIONS thanks all applicants for their interest, however only those selected for an interview will be contacted.