**ADMINISTRATIVE ASSISTANT - CANADA SUMMER JOBS PROGRAM**

**ABOUT BIG BROTHERS BIG SISTERS OF ORILLIA AND DISTRICT**

For 55 years, Big Brothers Big Sisters of Orillia and District (BBBSOD) has been supporting positive mentoring relationships within our community. Since 1966, our pledge has been to provide quality-mentoring experiences for children in our community. Since inception, our agency has directly influenced over 10,000 community members who have received mentoring programs or participated actively as a volunteer mentor. On average, we annually provide direct support to 350+ local children and youth through BBBSOD programs.

**FUNCTION:**

We are looking for an organized individual with good attention to detail to join our team. This opportunity may appeal to someone who wants to build on and learn new skills, gain experience and update their references while working with an organization that makes a difference in young people’s lives.

**Responsible to:** Executive Director

**RESPONSIBILITIES:**

**This position is responsible for assisting the Executive Director with:**

* Grant writing
* Bookkeeping and tax receipting
* Updating and developing documents to meet accreditation
* Carrying out administrative duties such as filing, typing, copying, faxing, scanning etc.
* Compiling and organizing contact / mailing lists
* Organizing and maintaining a filing system both offline and online
* Assisting with costing and ordering promotional material and office supplies
* Maintaining supplies inventory. Checking office supplies to determine inventory level; anticipating needed supplies; placing orders for supplies; verifying receipt of supplies
* Handling sensitive information in a confidential manner
* Taking minutes at meetings
* Running errands
* Helping to set up for events and meetings
* Covering the reception desk
	+ Answer and direct phone calls
	+ Greet and assist visitors to the office
* Other duties as assigned

**QUALIFICATIONS, KNOWLEDGE AND SKILLS:**

* Area of study in Business/Office Administration, or related field.
* Proficient in Microsoft Word, PowerPoint and Excel
* Strong interpersonal, communication, and problem solving skills
* Excellent customer service skills and the ability to relate to individuals of all abilities and ages
* Ability to manage multiple tasks, set priorities, establish timelines and meet deadlines
* Organized and reliable with the ability to follow through on tasks in a timely manner

**REQUIREMENTS:**

* Access to a reliable and secure computer
* Submit or agree to a Vulnerable Sector Criminal Record Check (Less than 6 mos. Old)
* Valid Ontario Driver’s License and adequate liability insurance or have ongoing access to a vehicle and driver, must be able to provide own transportation to special events
* An ability to work flexible hours
* Ability to work remotely if required

**This position is available through funding from Canada Summer Jobs (The Government of Canada) and as such applicants must meet all the following criteria to be eligible:**

* be between 15 and 30 years of age (inclusive) at the start of employment;
* be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act\*; and
* be legally entitled to work according to the relevant provincial / territorial legislation and regulations

Big Brothers Big Sisters of Orillia and District strives for inclusivity and representative hiring practices to respond to the communities we serve. The agency welcomes applications from visible minorities, Indigenous persons, persons with disabilities, immigrants/refugees, persons of any sexual orientation, and persons of any gender identity or gender expression. Big Brothers Big Sisters of Orillia and District is committed to employment equity and diversity in the workplace.

Accommodations are available for applicants with disabilities throughout the recruitment process.
Interested applicants are requested to email their resume and cover letter **by noon Friday, May 7, 2020**.

Thank you in advance for you interest; only those selected for an interview will be contacted.

**Job Types:** Full-time, Temporary, Contract

**Length:** 8 weeks

**Hours / Days:** (8:30 – 4:30) Monday to Friday (With availability to work flexible hours including evening and weekend work as necessary)

**Salary:** $14.25 /hour

**Office Location:** Orillia, ON

**Work remotely:** This position may need to work remotely on a temporary basis should there be a delay in returning to the office or if government directives change due to COVID-19.

If interested please send a cover letter and resume to: intake@bbbsorillia.ca