



Administrative Assistant External Posting - Summer Contract Position South Location

The Organization:

Interim Place is a dynamic anti-violence organization providing shelter, counselling and advocacy supports for women*, youth and children experiencing violence in the Region of Peel. Interim Place offers a positive work environment for its employees and service excellence to its clients. We are committed to ending violence against women by acknowledging and addressing the multitude of barriers facing women who have experienced violence and by providing crisis intervention and a range of supports and services. Interim Place works within a feminist, anti-oppressive, anti-racist, queer and trans positive, disability positive, harm reduction framework.

**We use an inclusive definition of "women" and welcome Two-Spirit, gender queer, trans and non-binary people to Interim Place.*

The Opportunity:

Reporting to the Business Manager, the Administrative Assistant ensures that all visitors and callers to interim Place receive excellent and timely support and information.

Key Responsibilities:

Administration

- Develop and assist in maintenance of filing systems & organizational binders
- Produce reports, letters, memos and other correspondence as requested.
- Provide assistance in the development of agency newsletters and mail-outs.
- Update inventory list
- Update and maintain organizational forms
- Organizing archives
- Bookkeeping assistance

IT Support

- Provide technical support to staff.
- Ensure all office computers and equipment are in good working condition and are documented in the inventory list

General

- Work co-operatively as a member of the Leadership Team.
- Organize and maintain Admin office space
- Assist with special projects and tasks as assigned

Qualifications:

- Administrative experience
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Ability to take initiative, to manage multiple tasks with established deadlines and work effectively within a team.
- Strong organizational skills and ability to multi-task
- Proficiency in word-processing, excel and databases
- Some knowledge of women's issues and anti-oppression
- A feminist, anti-racist and anti-oppression analysis of violence against women



The Canada Summer Jobs Program requires that the candidate meet the following criteria:

- Be between 15 – 30 years of age at the start of employment;
- Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- Be legally entitled to work in Canada in accordance with relevant Ontario legislation and regulations.

Hours: 30 hours (4 days per week) for 16 weeks

Rate: \$14 per hour

To apply:

Please forward a resume and cover letter in PDF format, subject line: Administrative Assistant Application by 5pm, Tuesday, March 17, 2020, via email to businessmanager@interimplace.com.

No phone calls, please. We thank all applicants for applying, however, only those selected for an interview will be contacted.

We will provide employment accommodation (i.e. an accessible location, technical aids, accommodation during the interview, rescheduling of interviews that fall on religious holidays, etc.) if we are advised of an applicant's needs in advance of any part of the selection process.

Interim Place is committed to the development of an organization that reflects the community and women it serves. Applications from indigenous women, world majority women/women of colour, lesbian, gay, bisexual, trans and queer women, consumer survivors and women with disabilities are strongly encouraged.

Date of Posting: March 4, 2020

Deadline: March 17, 2020

