

Fred Douglas Society Inc.
Administrative Assistant
Part- Time, Permanent Position (.8 eft 30 hours per week)

This position is ideal for someone who wants to play a key role on our small team – providing confidential, administrative support to our Leadership team, Support Services, and Human Resources.

A can-do attitude combined with exceptional people skills and desire to help makes you an excellent fit.

This position reports to the Coordinator of Corporate Office and works from our office located at on Burrows Avenue.

Key Functions

- Provides administrative support and assistance to the CEO, Directors, Managers and Coordinators.
- Prepares correspondence and other materials such as letters, memos, reports and meeting minutes.
- Distributes notices, agendas, minutes and related material for Departmental and other meetings.
- Transcribes minutes for meetings.
- Prepares, assembles and distributes documentation packages for employees and clients.
- Assists coordinating and managing the distribution, collection and data summarization of statistics, surveys and other information requests
- Develops and revises forms, spreadsheet templates and other documents, as needed.
- Assists with electronic and paper filing.
- Provides IT support and assistance as required.
- Assists with coordination of internal and external events and activities.

Qualifications and Skills:

- Minimum three years previous administrative experience
- Successful completion of a recognized office administration/management training program (preferred but not required)
- Experience in a non-profit organization (preferred but not required).
- Superior computer skills in Microsoft Office (Word, Excel, PowerPoint & Outlook) and web-based applications
- Excellent communication skills (oral and written)
- Strong organizational and time-management skills as well as the ability to coordinate and prioritize workload
- High degree of accuracy and attention to detail
- Ability to work with sensitive and confidential information

- Team player
- Must be able to provide clear Criminal Record and Vulnerable Persons Checks