

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Administration to Program	Competition #:	57/16
Ministry Unit:	Ottawa Booth Centre	Position Type:	Full time
Salary Range:	\$17.15	Date posted:	Dec 8, 2016
City:	Ottawa	Posting Expires:	Dec 21, 2016
Applications Accepted By:			
Fax or E-mail: (613) 241-2818 jobs@ottawaboothcentre.org Attention: Employee Relations Department Please no phone calls.		Mail: Employee Relations Department 171 George St, Ottawa, ON K1N 5W5	
Position Description			
<p>JOB PURPOSE</p> <p>Provides administrative support services to Program at The Ottawa Booth Centre</p> <p>EXPECTATIONS & TASK LIST</p> <p>Program Support</p> <ul style="list-style-type: none"> • Establishes and maintains computerized files for all aspects of Program including correspondence, reports, and schedules • Ensures hardcopy filing as required • Processes all forms necessary for the day-to-day operation of Program • Prepares letters from minimal instruction and guidance for Directors of Program, Facilities as well as the Executive Director • Assumes duties for special projects and seasonal program announcements as requested by the Director of Program • Prepares bulletins, posters, brochures for special events • Participates in special working groups and committees as required • Performs administrative duties for Executive Team as requested • Maintains and update OBC website (WordPress) <p>Administration</p> <ul style="list-style-type: none"> • Assist with scheduling of departmental meetings and prepare and distribute minutes when requested • Prepares and distributes minutes for JHSC meetings • Orders business cards for all applicable Ottawa Booth Centre staff • Orders all official stationery (letterhead, envelopes) for the Ottawa Booth Centre • Completes "Donation Thank you" letters for signature by the Executive Director • Updates and tracks all Program policy and procedures, ensuring yearly revisions and reviews are completed as per Ottawa Booth Centre's standards and timelines • Maintains inventory of stationery supplies used by OBC • Competes yearly inventory • Complete yearly driver's abstracts and forward to Human Resources for filing. 			

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.

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- Provides daily switchboard relief for the Ottawa Booth Centre on a pre-determined schedule

- **QUALIFICATIONS**

- Secondary School Diploma
- 2-3 years secretarial/administrative experience
- Excellent knowledge of Microsoft Word, Excel, PowerPoint and WordPress
- Proven experience updating and maintaining an accessible “Not for Profit” website
- Effective personal/communication skills
- Good organizational skills and time management
- Must be able to work as a part of a team
- Ability to work independently with a minimum of supervision
- Proven ability to exercise high level of confidentiality and a professional demeanor
- Ability to prioritize tasks
- Must supply a current Clear Police Reference Check for Vulnerable Sector
- Bilingualism (English/French) Essential

Hours: Monday to Friday 8:00am – 4:30pm

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.