



ELIZABETH FRY SOCIETY OF OTTAWA

211 Bronson Ave, Suite 309, Ottawa, ON K1R 6H5

Tel: 613-237-7427 Fax: 613-237-8312

www.efryottawa.com

CANADA SUMMER JOBS – OFFICE ASSISTANT

The Elizabeth Fry Society of Ottawa is a non-profit community agency offering support and services to women and female youth who have been or may be at risk of being in conflict with the law.

We are currently seeking one youth for a Canada Summer Jobs position (40 hours per week for 8 weeks) to work as an Office Assistant. The position is open only to youth as per the criteria for funding under the Canada Summer Jobs Program. The position is open for a period of 8 weeks, start and end dates to be arranged with the youth hired.

Which youth are eligible to participate in Canada Summer Jobs?

Eligible youth:

- are between 15 and 30 years of age;
- are Canadian citizens or permanent residents or have official refugee protection status under the *Immigration and Refugee Protection Act*; and
- are legally entitled to work in Canada, according to relevant provincial/territorial legislation and regulations.
- Foreign students are not eligible.

Summer Office Assistant

The Office Assistant's key responsibilities are to work with the Office Manager to ensure the office is efficiently and effectively managed, to assist in providing reception duties to clients and stakeholders, and to work with staff in an administrative capacity. The position requires the employee to work 5 days per week during the day in an office environment.

Responsibilities

- Promote and maintain the mission, vision and values of the Elizabeth Fry Society of Ottawa.
- Provides administrative support to the Office Manager including but not limited to creating letters, memos, forms, sending emails/faxes, filing, photocopying and distributing documentation.
- Assists in answering telephone calls and reception duties in the absence of the Office Manager.
- Maintains a bring-forward system.
- Assists in processing of all donations as per established policy. (tax receipting)

**Date of Revision:
July 2017**



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- Prepare reports and documents using computer software ensuring accurate and timely processing.
- Sort incoming mail, faxes, and courier deliveries promptly for distribution.
- Prepare and send outgoing faxes, mail and courier parcels using appropriate office procedures.
- Establish and maintain confidential filing systems that include; archive files, fiscal files, fixed files, suppliers, funders etc.
- Manage the office supplies inventory.
- Code and file material according to the established procedures.
- Update and ensure the accuracy of the organization's databases, including Excel, Microsoft word; specific to mailing lists, funders list, vendor lists, membership lists etc.
- Assist and coordinate the maintenance of office equipment including the phone system and IT support to ensure the smooth running of the office.
- Liaise with different departments to ensure effective communication as it relates to administrative support, (supply inventories for house, office etc.).
- Coordinate and participate in community networking events.
- Update and retain the Elizabeth Fry Society's membership lists.
- Other duties as assigned by the Office Manager.

Qualifications

- Must possess superior organizational and time management skills. Must be able to manage competing/changing priorities effectively. Superior knowledge of computer software, specifically in word processing, spreadsheets and databases with emphasis on Microsoft Excel, Word and Outlook programs.
- Must be able to pass reliability security clearance.
- Extensive knowledge of filing systems and procedures
- Proven ability to prioritize tasks and effectively manage time
- Bilingualism is an asset
- Excellent oral and written communication skills
- Excellent people skills
- Must be client oriented
- Strong initiative – must be able to work on own.
- Displays good judgment
- Team player
- Respectful of client and agency confidentiality issues
- Sound judgment

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- Dependability
- Able to exercise tact and discretion

The Elizabeth Fry Society of Ottawa is dedicated to achieving a workforce that reflects the diversity of the community it serves and encourages applications from equity seeking groups.

This position currently pays \$14.00 an hour in accordance with the Canada Summer Jobs Program.

The deadline for applications is May 17th, 2019 at 12:00 pm. We thank all candidates for their interest but only those invited to an interview will be contacted. Please send a resume and cover letter, electronically to:

Attention to April Bissonnette, Acting Director of Operations
Care of: careers@efryottawa.com

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