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| Job Title: | Administrative Assistant to Outreach Services | Competition #: |  52 /24 |
| Department: | Outreach & Housing Services | Status/Position Type:  | 1 Full time position |
| Compensation: | $23.00 | Unionized: |  No |
| Ministry Unit: | Ottawa Booth Centre | Date posted: | November 11, 2024 |
| Address: | 171 George St. | Posting Expires: | November 24, 2024 |
| APPLICATIONS ACCEPTED BY: |
| Please email resumes to: sorjobs@saobc.org Or fax at 613 241-2818, Attention: Human Relations Department**Please no phone calls.** |
| Mission, VISION and Values:  |
| The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.**Mission Statement**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. **Vision Statement**We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.**Core Values:****Hope:** We give hope through the power of the gospel of Jesus Christ.**Service:** We reach out to support others without discrimination.**Dignity:** We respect and value each other, recognizing everyone’s worth.**Stewardship:** We responsibly manage the resources entrusted to us. |
| **TERMS AND CONDITIONS:** |
| **Position Purpose summary:** The Administrative Assistant to Outreach and Housing services provides general administrative and office support to the Outreach and Housing services Programs.**Accountabilities:*** Prepare correspondence, reports, statements, forms, applications, and other documents, which would be sent to program management/supervisors and funders
* Ensures the protection of confidential and sensitive employee, client and or program files
* Schedules meetings, prepares agenda, and takes minutes as required; acts as a events planner when required (e.g., meal orders, facility bookings for group meetings on and off site. Assist in preparing meeting agendas, attend meetings, and record minutes
* Builds and maintains databases (e.g., contract lists, vouchers, staff travel mileage, etc.)
* May draft and prepare presentations (including PowerPoint, invitations, certificates.)
* May sort, process, and verify receipts, expenditures, forms, and other documents
* May perform basic bookkeeping tasks such as preparing invoices
* Support in entering statistical information into program specific, and federally mandated databases
* Responsible for uploading relevant documents onto online trackers, to support in knowledge transformation
* Assist with other related administrative tasks when required

**MANAGERIAL/Technical Leadership RESPONSIBILITY:** * This position reports directly to Manager of Outreach and Housing Services
* Does not have formal people management authority
* May show others how to perform certain procedures related to the administrative field and routine

 **FINANCIAL AND MATERIALS MANAGEMENT:** * Regular responsibility for minor financial matters and for wise use of own resources
* Controls and manages all program Receipts

**WORKING CONDITIONS:** Working environment is typically in the office in generally agreeable conditionsMay encounter upset/difficult clientele entering the buildingSome limited travelling may requireThe performance of the job requires frequent data entry, moderate attention when responding to phone inquiries, and detailed eye workThe performance of the job requires frequent keyboarding**education and experience Qualifications:** * Completion of a formal post-secondary/college program of two academic years
* Alternative combinations of education and experience may be considered

**Experience and Skilled Knowledge Requirements** * A minimum of 3 years of related secretarial or administrative experience is required
* Working basic knowledge of Office365 is required

**Skills and Capabilities:** * Willingness to develop an understanding and support for the mission and purpose of The Salvation Army in Canada and its implications as related to position responsibilities
* Work in compliance with OH&S Act and Regulations and abide by The Salvation Army’s health and safety policies and procedures
* Good oral and written communication skills
* Ability to maintain a high level of confidentiality
* Good decision-making and organizational skills
* Strong sense of integrity and confidentiality with professional ethics and a balanced sense of fairness and flexibility
* Ability to multi-task and prioritize responsibilities (i.e., good judgement)
* Good interpersonal skills
* Excellent organizational skills and sound judgment
* Able to work cooperatively in a team setting
* Ability to lift/move weights of up to 20 lbs. occasionally
* If limited travelling is required using organizational or personal vehicle, a valid driver’s license and clear driver’s abstract is required
* Clear Police background check

**Hours:** Monday to Friday – 8:00am -4:30pm**The Salvation Army offers accommodation for applicants with disabilities in its recruitment process.  If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.**We thank all applicants, however, only those candidates to be interviewed will be contacted.*You must advise your managing supervisor of your intentions prior to submitting your application.*Imagine Canada Logo |