

Internal/External Job Posting

Office Administrator

West Neighbourhood House, formerly St. Christopher House, is a multi-service, neighbourhood-based agency that has served the diverse communities of downtown west Toronto since 1912. The central purpose of West Neighbourhood House is to enable less-advantaged individuals, families, and groups in the community to gain greater control over their lives and community. Our diverse programs and community development activities are delivered by a dedicated team of approximately 210 full and part-time staff and support approximately 16,000 people of all ages annually.

As the **Office Administrator**, you will be responsible for organizing and supporting the Executive Director and volunteer Boards of Directors.

West Neighbourhood House is actively seeking applications from Indigenous, Black and People of Colour, people with disabilities, women and people of all sexual orientations and gender identities/expressions. Applicants with lived experience as a participant of West Neighbourhood House programs, or related programming from similar organizations, are also strongly encouraged to apply.

West Neighbourhood House will provide accommodation throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please indicate the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.

Responsibilities:

- support the Executive Director with scheduling and managing the priority tasks of the Executive Director, maintaining strategic relationships internally and externally to West Neighbourhood House, screening and organizing correspondence, researching and implementing occasional special projects, and providing general administrative support;
- support the committees and Boards of Directors of West Neighbourhood House and St. Christopher House Community Endowment by maintaining and updating the Board portals and documents, taking minutes, preparing for Annual General Meetings, observing corporate by-laws and corporate governance, and providing general support to the volunteers of the Board;
- organize meetings, including scheduling, room bookings, occasional catering, audio-visual equipment and other logistics;
- assist the management team as needed, particularly the Associate Executive Director, as well as the finance and administration team;
- coordinates with the Director of Operations and admin team with purchasing office materials and office equipment, processing bill payments and donations, maintaining filing systems, archived materials, mailing lists, and other administrative systems;
- receive, welcome and direct mail, telephone calls, and visitors on-site;
- organize and participate in staff meetings, House committees, events and other activities;
- other duties as required.

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Qualifications:

- minimum 2 years relevant administrative experience;
- strong technical competency using Office 365 Software, SharePoint and the use of meeting technologies;
- self-starter, demonstrated ability to effectively manage multiple tasks with solid planning skills, attention to detail, and use of good judgment;
- excellent interpersonal skills including diplomacy, tact, appreciation of volunteers, teamwork, with a demonstrable commitment to diversity, equity and inclusion and anti-racism and anti-oppression;
- understanding and commitment to privacy and confidentiality;
- clear and succinct written and oral communication skills;
- highly developed computer and keyboarding skills, expertise with Microsoft software including Word, Excel, Outlook and Power Point, and willingness and ability to be trained on database software such as DonorPro;
- a knowledge of office systems, procedures, and office equipment;
- demonstrated experience of and initiative for trouble-shooting;
- ability to work evenings (approximately 2 to 3 per month) and occasional weekends (approximately 3 per year).

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| Status: | Permanent Part-Time (non-bargaining unit position) |
| Start Date: | ASAP |
| Hours: | 14 hours per week (preferably over 4 or 5 days) |
| Rate: | \$28.41 |
| Immediate Supervisor: | Executive Director |
| Posting Date: | August 26, 2022 |
| Closing Date | September 16, 2022 |
| Note: | All West Neighbourhood House employees are required to be fully vaccinated as a condition of hire in accordance with the West Neighbourhood House Covid-19 Vaccination Policy |

Please send resumes by 5:00pm on the closing date to:

Hiring Committee
588 Queen Street West, 2nd floor
Toronto
M6J 1E3
tracywa@westnh.org