January 5, 2022
Internal/External Job Posting #AD10-22-02
Office Assistant – Part-Time, Permanent

Collingwood Neighbourhood House’s mandate is to promote the well-being of the Renfrew-Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community’s social, educational, economic, health, cultural and recreational needs.

**Job Overview**

We are looking for an experienced Office Assistant to join our enthusiastic team in the administration office at the Collingwood Neighbourhood House (CNH) main site. Office Assistants provide a variety of administration and clerical support, which is key to the successful operations of CNH. Responsibilities include but are not limited to recording meeting minutes, ordering and maintaining inventory of supplies, filing, drafting correspondence, typing documents, faxing, processing and posting mail, updating the CNH website (content) and maintaining various CNH databases. The ideal candidate is a collaborative team player who is proactive, takes pride in their work, and is open to gaining new skills and learning not only from but also with our team. We are looking to hire someone who is passionate and committed to their employment to contribute to our already outstanding team and meet our organizational objectives.

**Skills & Qualifications**

- Administrative professional with 3 to 5+ years’ proven experience in an office environment
- Office Administration or Administrative Assistant Certificate or Diploma required
- Excellent English written, oral, and interpersonal communication skills
- Excellent organizational skills with the ability to work independently, prioritize assignments and manage changing priorities
- Ability to work effectively under pressure in a busy environment, handle heavy volumes, meet demanding deadlines and think on their feet while maintaining a positive attitude and producing high quality work
- Strong attention to detail
- Strong research and analytical and problem-solving skills
- Excellent skills and proven experience in recording meeting minutes required
- Proficient knowledge of MS Office software for Windows – Word, Excel, Outlook, Publisher, PowerPoint, etc.
- Proficient with web-based computer technologies such as Google Docs, Google Sheets, Google Drive, SurveyMonkey, etc.
- Ability to deal professionally and diplomatically with staff, volunteers and program participants
- Accurate typing speed of at least 60 wpm
- Ability to work flexible hours including evenings
- Ability to help with event and meeting setup and cleanup
- Must be fully vaccinated against COVID-19
Assets
- Intermediate Adobe Acrobat, WordPress, and HTML skills
- Experience with database applications like MS Access
- Experience with setting up virtual meetings, e.g. Zoom
- Experience with social media
- Experience in creating and printing newsletters and other printed materials
- Experience working in a multicultural setting
- Second language
- Valid BC driver’s license and access to a vehicle

Job Details
- Salary: $18.70/hr to start with progression ($19.07/hr as of April 1, 2022)
- Extended health and dental benefits
- Paid vacation starting at two weeks per year plus paid sick days
- Pension plan starting Oct 2022
- Schedule: 28 hrs/week Monday-Friday with the possibility for more hours
- Location: 5288 Joyce Street, Vancouver, BC
- Start Date: As soon as possible
- This position is covered by a Collective Agreement with CUPE Local 1936

Application Process
Applicants must be legally entitled to work in Canada, with priority given to Canadian Citizens and permanent residents. If you are not currently authorized to work in Canada, the employer will not consider your job application. As per the Collingwood Neighbourhood House Human Resources Policies and Procedures, all factors being equal, first priority will be given to qualified local and internal applicants.

Equality of opportunity and diversity of our organization is important to us. We do not discriminate on the basis of race, religion, colour, ethnicity, gender, sexual orientation, age, marital status, or disability.

PLEASE SUBMIT A COVER LETTER AND RESUME TO:
Irene Mella
Office and Communications Coordinator
Collingwood Neighbourhood House
5288 Joyce Street, Vancouver, BC, V5R 6C9
Email: imella@cnh.bc.ca

Please quote reference #AD10-22-02
CLOSING DATE: Wednesday, January 19, 2022 at 5 pm

APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED

We thank all individuals who apply for this position and will be contacting shortlisted candidates directly.
No phone calls please.