



ADMINISTRATIVE ASSISTANT

JOB SUMMARY

Position:	Administrative Assistant
Purpose:	The Administrative Assistant will provide support to AMSSA's operations and programming. The Administrative Assistant will work closely with the Director of Programs and Director of Operations and Communications to perform a variety of administrative and clerical tasks.
Reports to:	Director of Operations and Communications Note: Work provided by both the Director of Operations and Communications and Director of Programs
Hours & location:	35 hours per week – work from AMSSA's office located at 4445 Norfolk Street, Burnaby B.C. Work from home 1 – 2 days a week.
Salary:	\$27.00/hour
Classification:	Full-Time Contract; January 2023 – March 31, 2024 (pending funding); subject to extension based on funding.
How to Apply:	Please send cover letter and resume/CV together in one document outlining relevant experience and qualifications to Melissa Jay, Director of Operations and Communications at mjay@amssa.org . <ul style="list-style-type: none">• Include position title in email subject line.• Include your full name (first and last) and job title in the title of your Cover letter/resume attachment. Applications will be reviewed starting January 9, 2023. <p>The posting will remain open until filled and will close without notice. Only shortlisted applications will be contacted.</p>

AMSSA OVERVIEW AND VALUES

AMSSA is a unique province-wide association that strengthens over 80 member agencies as well as hundreds of community stakeholder agencies who serve immigrants and newcomers, and build culturally inclusive communities, with the knowledge, resources and support they need to fulfill their mandates.

- We value **EQUITY** and strive to be the catalyst for change which disrupts systems promoting racial and social injustice.
- We value **INCLUSIVENESS** and work with our members and stakeholders to place voices that have been marginalized in positions of influence, creating space for all perspectives.
- We value **INTEGRITY**, striving to always work to the highest standards, encouraging innovation, risk taking and leadership; we are always open to new thoughts and maintain accountability in our work.
- We value **DIVERSITY**, recognizing our own individual biases and engaging members and stakeholders in meaningful ways that promotes inclusion of all voices and perspectives.
- We value **MUTUAL RESPECT** by respecting what everyone has to offer within their own context of life experiences, opening our hearts and minds to always listening and learning.
- We value **COLLABORATION**, engaging in equitable partnerships, mindfully exploring old and new ideas to advance the work of AMSSA and our members.
- We value **SUSTAINABLE TRANSFORMATION**, engaging in continuous individual and organizational reflection and collaboration to build capacity and integrate what we learn into our culture and infrastructure.

DUTIES

- Administrative support to AMSSA operations, communications, and programs
- Supports with reporting including following up, collating, reviewing reports to ensure completeness and ensuring reports are submitted by the deadlines
- Support the planning and scheduling of the All Programs Calendar and ensures that all program activities are completed by deadlines provided
- Support programs with the letter of agreement (LOA) and other contracting processes and ensures that all activities have the completed and necessary documentation
- Data entry and database management including maintaining, updating and adding to the AMSSA contact lists
- Plan and schedule meetings and events
- Support staff with event logistics and technical support
- Support AMSSA's financial and human resources administration through processing invoices and collating approved timesheets
- Creates a mechanism for inventory and keeps inventory of AMSSA technological equipment and works with the Office Coordinator regarding program supply needs
- Supports AMSSA technology and equipment booking and maintains Equipment Booking Calendar
- Ensures that all necessary documentation is saved appropriately in the AMSSA share drive, cloud storage, and hardcopy file folders
- Filing and organizing, photocopying, scanning, and printing as needed

- Sets up project templates in the project management system and maintains templates
- Support with researching content for activities, as well as curating and receiving quotations for contractors for AMSSA projects and activities
- Prepare documents and create PowerPoint presentations for events, meetings and speaking engagements ensuring adherence to AMSSA branding
- Write meeting minutes, reports, letters and other documents as required
- Supporting onboarding process for operations and program staff as required
- Provide public or programmatic information as requested
- Work with the AMSSA team on additional and emerging projects as required

QUALIFICATIONS

- Experience in office administration in the not-for-profit, human services, academic or public sector
- Well-developed organization and administrative skills
- Demonstrated attention to detail, professional attitude, and ability to maintain confidentiality
- Adaptive and responsive in a dynamic work environment and with shifting priorities.
- Ability to work independently, while being a collaborative and communicative team member
- Strong written and oral communication skills
- Excellent active listening, team-building and interpersonal skills
- Demonstrate critical thinking and problem-solving techniques
- Demonstrate good service, stakeholder relations and customer service skills
- Excellent time and resource management techniques
- Experience filing, retrieving and maintaining hard copy and electronic files.
- Demonstrate basic numeracy and accounting skills
- Proficient with a variety of software and applications: Office 365 including: Teams, Outlook, Word, Excel, Publisher and PowerPoint; Constant Contact and database management tools; Google Documents and Spreadsheets
- Knowledge of cloud-based electronic filing through Dropbox, Google Drive and One Drive
- Knowledge of current technological online meeting platforms: Zoom, GoToMeeting, MS Teams
- Experience maintaining websites through WordPress and using online learning platforms such as Moodle and Thinkific an asset
- Experience using and maintaining a CRM and/or Project Management System an asset
- Experience coordinating and planning in-person and/or online events is an asset
- Post-secondary undergraduate degree or diploma in a relevant discipline is an asset