

ADMINISTRATIVE ASSISTANT AT TPASN

Job details

Job type

Temporary, 9-weeks opportunity,
Start day May 25, 30-hours per week

Benefits: Flexible schedule. Work from home and in person if required

Schedule: Monday to Friday



Thorncliffe Park
Autism Support Network

Description

This is a general posting for student opportunities starting in May 25. We will reach out to you if your profile matches an opportunity that we have available. Our student and new graduate programs offer a chance to explore TPASN initiatives from the inside. You'll make a difference in the lives of our families of children with special needs and communities, while building the skills and experience that allow you to grow in a meaningful and rewarding way.

Diversity and inclusion have always been at the core of our values at TPASN. A diverse workforce with wide perspectives and creative ideas benefits our clients, the communities where we operate and all of us as a family. We welcome applications from qualified individuals from all backgrounds.

Persons with disabilities who need accommodation in the application process or those needing job postings in an alternative format may e-mail a request to <sh2010sharipova@gmail.com>.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.

DUTIES & RESPONSIBILITIES:

- Be a team player.
- Assist with meeting scheduling and taking notes
- Manage incoming mails, emails and calls, help ED with sorting documents in Google drive folders; assist with budgeting.
- Assist with preparation of materials for meetings and workshops.
- Assist with organizing bike-a-thon fundraising and summer camp events.
- Provide ongoing administrative support which includes maintaining and updating filing systems (both physical and electronic).
- Create newsletters, post updates on website and social media, be proficient in social media promotion
- Participate in events as required.
- Be a "go to" resource for summer camp volunteers.

- Excellent attendance.
- Comply with Infection Control & Occupational Health & Safety policies, practices and procedures.
- Demonstrate and practice values of Human Dignity, Compassion, Excellence, Community and Inclusivity in the performance of all aspects of their duties.

QUALIFICATIONS:

- Excellent verbal and written communication skills with strong attention to detail
- Superior level of competencies with Microsoft Word, Excel, PowerPoint
- Excellent customer service skills
- Strong organizational and time management skills
- Proven soft skills including the ability to interact respectfully and tactfully with clients and their families, with volunteers and staff
- Self-motivated, able to work independently and as part of a team
- Proven problem solving skills

The following additional qualifications would be seen as an asset:

- Familiarity with Adobe Pro
- Familiarity with website design.
- Some accounting experience.

Please send your resume to administrator@tpautismsupport.ca

You can get familiar with our organization through our website tpautismsupport.ca