

Administrative Assistant

Competition # AA 20-138

December 18, 2020

Independent Options/Young Parents Program

Permanent, part-time, 50 hours bi-weekly; days

Marymound is a non-profit organization offering programming and services to children, youth and families in Manitoba using a strength-based and trauma-informed approach. We believe in finding the good in every young person who walks through our doors. Marymound is guided by its core values: Courage, Collaboration, Respect, Compassion and Spirituality.

Our ideal team member is passionate about making a difference and is committed to empowering the young people we support. We are looking for individuals who will positively contribute to an inclusive, non-judgmental and fun environment. Marymounders are leaders who are confident, resilient and open to trying new things. If you join our team, you can expect a challenging, yet rewarding and fulfilling career.

The Administrative Assistant is responsible for a broad range of administrative, accounting and general tasks which support the Independent Options/Young Parents department and any subsidiary programs. This position serves as the first point of contact for staff, social services agencies and all levels of management. Responsible for organizing and prioritizing independently the administrative activities for the programs and ensures that all work is completed within established timeframes.

Primary responsibilities of the position include:

- Receives telephone calls and relays messages as appropriate, greeting and assisting personal callers and answering routine inquiries. Handles all staff, client and/or family matters in a calm and diplomatic manner.
- Formats and distributes various documents including reports, memos, forms, correspondence, admission and discharge forms, etc. ensuring accuracy of information.
- Assists with preparation of presentations in a variety of formats (PowerPoint, projectors, and handouts).
- Screens incoming mail and follows up on general matters including preparation of routine correspondence.
- Coordinates, and confirms meetings, special events and appointments; arranges accommodations, distributes invitations, food/refreshments and equipment as needed.
- Maintains an efficient filing and retrieval system.
- Develops, maintains and updates a variety of databases; this includes data collection and entry, assisting with analysis and organization of information, and assisting with preparation of reports.
- Performs accounting functions which may include:
 - Mileage and other payments;
 - Tracking account balances;
 - Reconciling program accounts;
 - Rental payments;
 - Monthly summaries of payables and receivables;
 - Month end reporting;
 - Manual cheques, creates invoices, purchase orders, etc.

Qualifications:

- Proficiency with computerized systems (including but not limited to Microsoft Word, Outlook, Access, PowerPoint, Excel and Adobe Acrobat) is essential.
- Experience with e-mail and computerized calendars.
- Typing speed 60 wpm.
- Experience recording and preparing minutes and agendas.
- Familiarity with basic accounting principles is an asset.
- Excellent organizational and interpersonal skills.
- Ability to prioritize a large workload and independently complete a variety of administrative duties.
- Excellent time management skills and ability to work effectively under pressure to meet deadlines.
- Demonstrated problem-solving skills.
- Demonstrated ability to effectively contribute to a team environment.
- Ability to maintain a high level of confidentiality.
- Satisfactory Criminal Record Check, a clear Child Abuse Registry Check and acceptable Prior Contact checks.
- Knowledge of Indigenous customs, traditions, and beliefs will be considered an asset.

Marymound offers: competitive salaries, comprehensive benefits and pension package for qualified positions, opportunities for growth and advancement, professional development opportunities, wellness programming, fun events including a yearly staff retreat and Staff BBQ's, access to Elders and Indigenous Cultural Services and much more!

Deadline for applications:

December 31, 2020

Salary Range:

A2 \$15.52 - \$18.88

Internal Applicants:	Submit 'Internal Application Form' with cover letter and current resume
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External Applicants:	Submit a cover letter and résumé, including references to: Competition # AA 20-138 Human Resources 442 Scotia Street Winnipeg, MB R2V 1X4
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Or e-mail: careers@marymound.com

Or online at <https://www.marymound.com/main/employment-volunteer/available-opportunities/>