



Office Administrator

External Posting

Yearly Salary: \$38,253

9-10-month leave replacement position, may become a permanent position

Subject to continued funding

Start Date, Feb 5, 2018

Responsibilities of the Position

General responsibilities include:

- Provide office support services in order to ensure efficiency and effectiveness within the agency
- Performing and coordinating the overall office and administrative functions

Provides administrative services by:

- Providing administrative support for Executive Director
- Ensuring proper security of confidential Agency information
- Directing clients and the general public to the appropriate staff members
- Collecting and reporting on administrative statistics as required by the Executive Director
- Supervising and collecting data on the usage of the Agency's resource material and
- Maintaining an inventory of all items and equipment
- Assisting in the collation and processing of large mail-outs
- Ordering office supplies, verifies upon delivery, follows up with errors or backorders. Maintaining storage area
- Assisting in the planning and preparation of meetings, conferences and conference telephone calls
- General filing and photocopying
- Providing word-processing and administrative support
- Recording and distributing minutes of various staff and committee meetings
- Acting as Recording Secretary to Board of Directors: preparing agenda, board reports and attachments for Board Meetings
- Attending AGM and prepares handouts, records minutes at AGM
- Tracking statistics required for the Ministry of Health semi-annual reports
- Creating, coordinating, and distributing the quarterly newsletter, Everything ACNBA
- Ensuring that new employees provide necessary documentation and receive orientation

Provides Financial/Bookkeeping services by:

- Receiving charitable tax receipts and prepares appropriate letters of thanks
- Preparing bank deposits and keeps accurate recordings of such
- Assisting personnel and volunteers with procedures related to approved expenditures, e.g. travel, supplies
- Assisting the Executive Director and bookkeeper with various financial procedures including, but not limited to cheque preparation, bill paying, filing of financial documentation, invoice and cheque requisition preparations, processing of travel advance and post travel advance claims and maintains financial records as required – Petty Cash, staff Visa reconciliation

Performs reception duties by:

- Receiving, direct and relay telephone messages and fax messages
- Ensuring all agency mailing lists are current and accurate
- Receiving, opening, sorting and date stamping all incoming mail
- Controlling outgoing mail as to adequate postage and correct address and mailing by 3:30 p.m
- Arranging courier, registered mail or special delivery as required
- Ensuring internal mail is circulated to staff members
- Maintaining a current file log and correct locations of files
- Filing all correspondence, reports etc, chronologically in correct files
- Recording visitor and telephone statistics
- Maintains reception area as a pleasant and tidy entrance to the Agency

Assists in the maintenance of the volunteer program by:

- Collecting volunteer applications
- Recruiting and training volunteers
- Coordinating and providing support to the volunteers involved with ACNBA
- Providing orientation for and completing files for volunteers
- Ensuring volunteers are recognized for their efforts
- Supervising of volunteer receptionist
- Maintaining volunteer program statistics

Support the Executive Director and other staff:

- Assisting the Executive Director and other staff as requested
- Providing administrative services for the Executive Director
- Assisting the HIV Support Services Coordinator and HepC Resource Coordinator when he/she are absent from the office by providing support to clients and maintaining health kit and food voucher programs
- Assisting with the Needle Exchange Program by providing service to its consumers, including distributing supplies, providing harm reduction information, and education
- Acting as the agency liaison for education and support programming at the city jail and develop and maintain community partnerships related to such programming

Qualifications:

- **Skills:** The incumbent will have demonstrated systems development and office management skills. The successful candidate will be computer literate, possess excellent interpersonal and communication skills, conflict resolution skills, public speaking skills and have demonstrated bookkeeping and financial management skills. Ability to prepare documents with a minimum of supervision. Comfort with assisting a diversity of clientele
- **Education:** college and/or university diploma or degree preferred
- **Experience:** preference will be given to those with one year or more experience
- **Language:** facility in a second language an asset
- **CPIC required**

Accountability:

The incumbent is accountable to the Executive Director.

Probation Period:

Six (6) concurrent months from effective date of employment.

Interested applicants should forward, in print AND electronic formats (pdf), a letter of application and interest, resume, contact information for three employment references to be received no later than noon **January 25, 2019** addressed to:

Dr. Stacey Mayhall, Executive Director
The AIDS Committee of North Bay and Area
269 Main St. West, Suite 201
North Bay, Ontario P1B 2T8
acnbaed@gmail.com
Phone: 705-497-3560
Fax: 705-497-7850

All qualified candidates are encouraged to apply. While we thank you for your application, only candidates selected for interview will be contacted.