

Employment Opportunity

Job Title: Administrative assistant	Date Posted: May 10, 2023	Reports to: Director of Operations
Job Posting # Administrative assistant-071-2023	Date Closed: August 18, 2023	Position Type: Full Time (2 positions)

About Organization:

Connecting Dots Foundation Canada is a pioneer community-based not-for-profit organization providing quality initiatives and services to professionals, the community, parents and children. provides early intervention and school-aged programs for children aged 0-12 years with a disability or developmental delay, and their families. We also provide programs and resources that help you and your organization rise to the task and excel while carrying it out. We accept referrals for children aged 0-12 years.

About the Program:

At Connecting Dots Foundation, we aim to foster a lifelong love for learning in the children in our care. The renowned Reggio Emilia philosophy supports this goal, offering children an opportunity to learn through play and exploration, developing valuable skills in the cognitive, social-emotional, fine and soft motor areas with the environment as their third teacher. Despite the amazing benefit and tangible impact incorporating this philosophy into children's programming can have on a child's development, the philosophy is far too often misunderstood or misused.

At Connecting Dots Foundation, we recognize that to have successful inclusive environments we need to create opportunities for inclusion. Connecting Dots Foundation is committed to supporting inclusion by providing information, advice and training. Support can promote inclusion and can help children and families to be ready to share and thrive in everyday and community life. Connecting Dots Foundation has been involved in a number of collaborative community projects to promote community inclusion in key areas including sport, in the early childhood/school setting, with playgrounds and community events and activities. We work in partnership with community groups, schools and councils to achieve this.

Position Description:

- Answer and direct general phone inquiries in a professional and courteous manner.
- Reply to general information requests with accurate information.
- Greet visitors to the organization in a professional and friendly manner.
- Sort incoming mail, faxes, and deliveries for distribution.
- Prepare and send outgoing faxes, mail and packages.
- Forward incoming general e-mails and calls to the appropriate staff member.
- Data entry and upkeep of the organization's databases, ensuring a high level of accuracy.
- Perform clerical duties, such as word processing, spreadsheet, database or presentation software to prepare reports, memos, letters and other documents.
- Prepare meeting agendas, attend meetings, and record and transcribe minutes.
- Draft correspondence and reports.
- Make travel arrangements, prepare expense reports, order and maintain office supplies.

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- Develop or maintain a records management system.
- Operate and maintain personal office space, staff room, office equipment such as fax machines, photocopiers, voice mail messaging systems and computer scanning equipment.
- Work with capital projects and submit work orders when required.
- Provide administrative support to Management and other staff.
- Provide support for community cultural and special events initiatives.
- Perform other related duties as required.

Qualifications and Skills:

- High school diploma or equivalent is required.
- One to three years of clerical or administrative support experience is an asset.
- Demonstrated proficiency in Microsoft Office. (Outlook, Word, Excel, etc)
- Clear criminal record check is required.
- Character references in respect of the person are required.
- A record of the person's work history/resume is required.
- Copies of any diplomas, certificates or other evidence of training and skills are required.
- Evidence that the person has complied with the Province's immunization

Organizational Responsibilities:

- Actively contribute to the mission, vision and values of Connecting Dots Foundation.
- Follow the organizational Code of Ethics and professional standards of your certification and your position in the organization.
- Adhere to the policies and procedures of your program(s) and organization.
- Perform the duties outlined in this job description.
- Contribute in a positive way to the overall success of the program and organization.
- Participate in the establishment of program goals and objectives and set service priorities based on it.
- Demonstrate a positive and professional attitude when representing the organization in the community.
- To follow the direction of the Joint Health, Safety & Wellness Committee in compliance with the Occupational Health and Safety Act (OHSA)

Hours: Full time, 37.5 hours per week
(Some evenings are required)

Salary: \$26.41

Position to commence: May 2023

Please submit your resume to the Hiring Committee at info@connectingdotsfoundation.com

Please add **Job Posting # Administrative assistant-071-2023** to the email subject line and cover letter.

Connecting Dots Foundation Canada offers an attractive and rewarding work environment. We appreciate all applicants' interest, but only those under consideration will be contacted for an interview.

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