



**Centre de ressources communautaires**  
**RIDEAU-ROCKCLIFFE**  
**Community Resource Centre**

Overbrook • Forbes • Carson Grove • Manor Park  
Lindenlea • Rockcliffe • New Edinburgh

## JOB INFORMATION

<b>Position Title:</b>	Administrative Assistant
<b>Reports to:</b>	incubator13 project officer
<b>Job Type:</b>	12 weeks- short term contract, part-time (25 hours/week)
<b>Training period:</b>	May 25 <sup>st</sup> to June 11 <sup>th</sup>
<b>Start date:</b>	June 14 <sup>th</sup> , 2021
<b>End date:</b>	Sept 3 <sup>rd</sup> , 2021
<b>Wage:</b>	\$18/hour
<b>Reference #:</b>	2021-IC-03

## JOB SUMMARY

Under the supervision of the incubator13 project officer(s)/agent(s) de project, the administrative assistant will undertake multiple task related to our day to day operations and over all projects: email, process and procedures, databases, promotional content and additional duties related across the Incubator13 programs. The intern will provide support with online events, marketing plan, operations and communications at different levels to support and engage our community members, partners, sponsors and stakeholders.

## ELIGIBILITY CRITERIA

**You can apply if you meet the following criteria to become a participant of the Youth Job Connection – CORE program hosted by the Youth Service Bureau:**

- ✓ Be between the ages of 18 and 29 years old;
- ✓ Be unemployed
- ✓ Be a resident of Ontario and eligible to work
- ✓ Not enrolled in full-time education or training
- ✓ Canadian citizen, permanent resident or a newcomer with a work permit (without restrictions);
- ✓ Not have an active service plan with another Employment Ontario service provider
- ✓ Provide a Police Check
- ✓ Have a registered Social Insurance Number (SIN).

## PRIMARY DUTIES & RESPONSIBILITIES

- Scheduling meetings and appointments
- Develop and maintain a filing system
- Provide information by answering questions and requests
- Research and creates presentations
- Maintain professional and technical knowledge by attending educational workshops; establishing personal/professional networks; participating in professional events
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Write letters/emails on behalf of other office staff
- Handle sensitive information in a confidential manner

- Develop and update administrative systems to make them more efficient
- Provide support to elaborate and implement marketing plan and strategies

## JOB REQUIREMENTS

### Must have

- High school diploma and/or college/university degree
- An interest in topics such as digital technology, creativity, innovation and learning
- A propensity for self-directed work and ability to effectively organize their work output
- A proficiency in writing abilities and verbal communication
- A working knowledge of MS Office package and online platforms for meetings

### B. Competencies:

- Ability to work flexible hours,
- Fluency in English is required; bilingualism an asset
- Ability and willingness to:
  - Be helpful, respectful, approachable and team-oriented (Collegiality)
  - Take ownership of work, do what is needed, follow through (Initiative)
  - Plan ahead, manage time well, be on time, be cost conscious, think of better ways to do things (Efficiency)
  - Be receptive to feedback, be willing to learn, embrace continuous improvement (Coaching ability)

## Apply

Please send your **resume, cover letter, mentioning the position title** by May 9<sup>th</sup>, 2021 at <https://form.jotform.com/203225270902243>. For any additional information, please send us an email to the attention of Camila Pastran ([camila.pastran@crcrr.org](mailto:camila.pastran@crcrr.org)). We thank all the candidates for their interest; however, only selected candidates for an interview will be contacted.