



# Couchiching Jubilee House

*Empowering vulnerable women to improve their quality of life through  
a program of individualized support and transitional housing*

## **JOB OPPORTUNITY: Administrative Assistant**

This is a part-time contract position in Orillia, ON based on 20 hours per week (4 hours per week day) with a wage of \$18.00/hour plus 4% vacation pay and paid statutory holidays for a one-year period. Some weekend or off-hours work will be required for special events. Start date as soon as possible.

### **POSITION SUMMARY**

This position provides support services in general office administration, finance and residents.

### **POSITION QUALIFICATIONS:**

- Post-Secondary education or equivalent
- Computer literate; standard office, CRM database programs.
- Strong interpersonal, written and verbal communication skills
- Demonstrated organizational, analytical and problem solving skills
- Ability to work independently and as part of a team
- Experience in issues related to vulnerable women in the non-profit/volunteer sector
- Experience in administration and fundraising
- Ability to pass criminal record check and vulnerable sector screening
- Driver's license and availability of a car.

### **POSITION RESPONSIBILITIES:**

#### **1. Office Administration 60%**

- Provide reception services, including answering telephone and greeting walk-ins and re-directing appropriately
- Schedule appointments, book space for meetings and workshops and manage office calendar.
- Maintain Couchiching Jubilee House (CJH) contact database for volunteers, organizations, businesses etc.
- Create, publish, and distribute seasonal newsletter in collaboration with DC
- Input new clients and volunteers into Giftworks.
- Track volunteer hours and input into Giftworks.
- Oversee completion of monthly stats and reports by self and other employees.
- Maintain files and general correspondence.
- File, fax, photocopy and pick up mail.

79 Colborne St. E., Orillia, ON L3V 1T5

Phone:(705) 326-4337 Fax:(705) 326-2767 Email: [hello@jubileehouse.ca](mailto:hello@jubileehouse.ca) Web: [www.jubileehouse.ca](http://www.jubileehouse.ca)

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- Manage correspondence for Board Meetings.

## 2. Finance 20%

- Record and process shelter expenses/costs including receipting
- Track and sell tickets to special events.
- Input all donations, cash, cheque, credit card
- Manage goods and in-kind donations, what is needed, inventory
- Manage petty cash and volunteer expenses.
- Purchase office supplies and maintain office inventor and equipment.

## 3. Client Support 20%

- Re-direct crisis calls to appropriate person/organization
- Re-direct other inquiries to appropriate staff/volunteer or community organization.
- Keep records of phone calls and office visits for residents, post-residents and walk-ins.
- Manage, accept and arrange pick-up of donations.

## 4. Other Duties as Required and assigned.

Submit a cover letter and resume by email to Executive Director: Lynn Fisher [lfisher@jubileehouse.ca] by **April 18, 2019**. Only those applicants considered for an interview will be contacted.

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