



## **Administrative Assistant**

Funded by: Canada Summer Jobs  
Duration: 9 weeks / 30 hours per week  
Rate of Pay: \$14.00/hr  
Eligibility: all youth aged 15-30 - no longer restricted to students

The Council on Aging of Ottawa serves as a leading community voice in both official languages for Ottawa's seniors. Our aim is to help Ottawa become more Age-Friendly by identifying and addressing issues and services that impact the lives of seniors.

### **OVERVIEW**

The Council on Aging of Ottawa works consistently to maintain, develop and improve its administrative functioning. As such, each year we determine a number of administrative projects which will keep the organization current and functioning at its peak performance. This is a terrific opportunity for an administratively minded individual to be exposed to the wide variety of administrative tasks that are necessary in the functioning of a small not-for-profit.

### **KEY ACTIVITIES**

#### **Manual Development and Updating**

- Assist with the finalization on our HR Manual
- Update our Board Orientation Manual which provides an overview of our organization including policies, procedures, by-laws, Board roles, and more.
- With provided resources, develop a staff resource manual which would consolidate all of the information that staff need to know including what software we have, how to set up a conference call, who our service providers are for various services, standards for our visual identity, standard answers to frequently asked questions, and more.

#### **Office Organization**

- Assist with the physical reorganization of one section of our offices
- Assist with the purging of documents that no longer need to be kept
- Compile documents that need to be taken to the City of Ottawa for archival purposes
- Scan documents for archival purposes

#### **Special Projects**

- Every summer we tend to take on a special project. The student will both assist and lead in various areas of this project.

- There would be opportunity to develop policies and procedures relevant to other areas of our office work such as standards for staff meetings.

## **SUPERVISION**

The Executive Director will be the direct supervisor on this position. The work of the Council on Aging is also supported by committees of volunteer seniors and professionals who provide significant input, guidance and direction in the areas related to this work.

Specific objectives will be set in each of the areas of responsibility and activity. Staff will be available on-site during all business hours to provide clear direction and support. Some activities will be following clearly laid out action plans while others will leave room for creativity on behalf of the student within pre-determined parameters.

The assigned staff will regularly measure student learning by setting benchmarks and measuring progress at periodic and predetermined milestones. Opportunities for feedback and review will be also be provided. Feedback both to and from the student will be encouraged in order to facilitate a healthy two-way relationship whereby the student can also speak to their own evaluation of their learning experience.

## **QUALIFICATIONS**

This position would be most appropriate for a student in the field of office administration.

This position would also be well suited to an individual who is a self-starter, who can ask for and take direction from others, and enjoys organizational tasks.

## **TO APPLY**

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