

## Fresh Start Support Services

118 Centre Street, St. Thomas

“To Provide Hope and a Future”

### We're Hiring – Office & Outreach Assistant

\$16.00/hour 20 hours/week (with possibility of increased hours)

Job #4765MF Apply Direct

Posted: December 6, 2017

Closes: January 12, 2017

The Office & Outreach Assistant will provide administrative support to the Executive Director to help her make the best use of her time, as well as assume general responsibilities to ensure the smooth day to day operation of Fresh Start Support Services, and getting and keeping the community excited about and invested in the organization.

The position requires an individual to take initiative in a wide range of tasks, such as, but not limited to:

1. responding to the phone, general inquiries made at the office, referring incoming calls or walk-ins to appropriate staff
2. preparing the Executive Director for meetings, take notes at meetings, and assist Executive Director with follow-up
3. monitoring and maintaining set up and security for all users of the computer network, e-mails, bookkeeping and donation software, security system, telephone and voice mail
4. posting jobs, organizing interviews, and conducting reference calls for potential candidates
5. planning, organizing and implementing successful events from conception to completion
6. planning, organizing and implementing the printing and distribution of the annual report and newsletters
7. ensuring websites and social media sites are reviewed and updated.

#### *Requirements include:*

- Diploma or Certificate in Executive Office Administration, or related office administration education and experience
- Current First Aid and CPR, and Criminal Record Check (Vulnerable Sector)
- Minimum of 2 years of demonstrated proficiency as an Office & Outreach Assistant, preferably with a non-profit, charitable organization
- Demonstrated administrative support to the Executive Director with attention to detail, above average accuracy, timeliness, discretion, and confidentiality
- Exceptional time management and organizational skills
- Competent in data entry, navigating Microsoft Office word and excel software, web based programs, social media and communication outlets
- Some accounting and donor database software knowledge an asset
- Experience with event planning, corporate and individual giving an asset
- Knowledge of fundraising strategies and donor relations unique to non-profit and faith community sectors an asset

Job to start as soon as possible in January 2018.

All applications will be reviewed as they arrive. The recruitment and selection process will commence immediately and continue until a suitable candidate is hired.

**Full job description posted on our website, under “career opportunities”. <http://www.fsms.ca/careers.html>**