



Administrative Assistant Job Description

Deadline for Applications: October 13, 2023

Please send applications to: fsio.ontario@gmail.com

Family Supports Institute Ontario (FSIO) is a non-profit organization governed by an active Board of professionals who have knowledge and expertise about both the needs of young families and the professionals that work with them. FSIO acts as a resource and a conduit for the dissemination of current information, in addition to providing professional development opportunities, including workshops, Town Halls, and advocacy opportunities. FSIO seeks to advocate and act as a "voice" for those who work with families and children in a variety of family support settings to actively inform and influence policy developments and discussions at all levels of government.

As the **Administrative Assistant**, you will support the Board of Directors, the membership, and the broader family support community by providing an array of administrative duties. Your primary responsibilities are in supporting working committees, communications with membership and basic bookkeeping.

Accountability

For day-to-day operations you will report to the Board Chair.

Employment Requirements

Hours: 14 hours per week/52 weeks per year – some evening hours.

The position requires you to have access to reliable internet.

A current Criminal Record Check (including Vulnerable Persons) must be provided.

Qualifications

- Experience in an administrative setting required.
- Proficient in Word, Excel, PowerPoint, Publisher, and Outlook
- Experience in Canva an asset
- Excellent organizational skills and verbal, non-verbal and written communication skills
- Fluency in English; second language an asset
- Exceptional customer service skills
- Knowledge of family support programs an asset

Responsibilities

- Support and monitor the Board of Directors work plan and committees with administrative tasks such as minute taking, maintaining spreadsheets, preparing presentations, communicating with committee members, tracking information and follow-up tasks.
- Update the website when updates are required.
- Prepare and implement a social media/communication strategy as directed and approved by the Board of Directors.
- Respond to membership inquiries via email.
- Responsible for membership renewals.
- Attending all FSIO Board meetings when appropriate.
- Provide supervision to students and volunteers if required.
- Basic bookkeeping.

Other Duties

- Participate in the planning of FSIO goals, objectives, policies, procedures.
- Participate as a member of the team towards development and implementation of team goals.
- Participate in continuous learning through attendance at workshops or other learning activities.
- Attend to other matters as requested by the Board Chair.

Skills

The incumbent must demonstrate the following skills:

- ability to work in a collaborative team approach internally and in the community.
- ability to be flexible, work at a fast pace, prioritize assignments and respond to numerous requests.
- ability to concentrate and focus on projects and be detail oriented.
- ability to use creative thinking to problem solve and make decisions.
- ability to be self-starting and self-motivating.

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

- friendly, personable, and able to build harmonious working relationships.
- ability to exercise good judgment in recognizing scope of authority.
- be honest and trustworthy, demonstrate sound work ethics.
- be respectful, possess cultural awareness and sensitivity.

Environmental Conditions

The Administrative Assistant will be generally working from home with the occasional request to attend an activity in-person.

Mental Demands

There are several deadlines associated with this position, which may cause stress. This position has minimal sustained direction in carrying out responsibilities and duties.