



Mennonite
new life
centre

Job Posting – Secretary
Mennonite New Life Centre
1774 Queen St E, Toronto ON

The Mennonite New Life Centre is a vibrant settlement agency for newcomers to Canada. The Centre provides settlement services, language instruction and child-minding, together with emotional supports, employment mentoring and opportunities for civic engagement.

The Secretary role will offer accounting and general office support around our three location (1774 Queen Street East, 2737 Keele Street and 3570 Victoria Park Avenue). This position is a part time position, at 24 hours per week, for 51 weeks starting in March 1st, 2017. The ideal candidate will have experience in general bookkeeping and administration. The internship is funded by the Investing in Neighbourhoods, which supports job creation for individuals encountering barriers entering the labour market. **All applicants MUST be under Social Assistance Program and must be residing in the city of Toronto.**

Responsibilities:

General Office and Organizational Responsibilities:

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals
- Maintenance of filing systems and archives
- Troubleshooting and maintenance of office equipment, including photocopier, fax machine and telephones
- Arrange meetings and reservations for office personnel
- Make copies of correspondence and other printed material.
- Schedule and confirm appointments for clients
- Order and dispense supplies
- Organize staff and volunteer appreciation events
- Participate in staff meetings

Accounting Duties:

- Bank deposit and reconciliation of Bank Statements
- Participate in yearly financial audit and monitoring from funders
- Other duties as assigned

Selection Criteria

- College education in accounting, finance and/or business is an asset
- Minimum 1 year of accounting/bookkeeping and administrative experience is an asset
- Demonstrated proficiency in MS Office specifically Word and Excel
- Excellent attention to detail, ability to work independently and as part of a team
- Strong organizational and communication skills
- Experience working in non-profit sector in multi-cultural environment
- Demonstrated interpersonal and problem solving skills
- **Must speak Spanish and a minimum of intermediate fluency in English**

The Mennonite New Life Centre is committed to employment equity initiatives. We encourage residents from the communities we serve and members of ethno-racial, aboriginal, immigrant, refugee, LGBT and disabled community groups to apply and self-identify. Internal and external candidates may apply.

Please note that only candidates to be interviewed will be contacted.

Remuneration: \$16.16/hr.

Please apply by sending your resume and cover letter in one MS Word or PDF document. Only applicants that indicate their Social Assistance program eligibility will be contacted. Please quote “SEC022017” in the subject heading of your application.

Please apply by email no later than February 15th, 2017: Human Resources at jobs@mnlct.org For more information about the New Life Centre, visit www.mnlct.org.