



Mennonite New Life Centre

Job Posting: Administrative Assistant (Two Positions) Bridge to Registration and Employment in Mental Health (BREM)

About the Organization:

The Mennonite New Life Centre (MNLCT) is a vibrant, multi-cultural settlement agency for newcomers to Canada. The Centre provides settlement services, language instruction, mental health supports and capacity building workshops, public education and bridging to employment.

As part of our Adult Education services, we offer two bridge-training programs: *Bridge to Registration and Employment in Mental Health* (BREM) program and *Bridge to Employment in Media and Communications* (BEMC) program. Both programs support immigrant professionals with access to meaningful employment in their respective fields by providing training and supervised work experience. Both programs are funded by the government of Ontario.

Responsibilities:

- Manage program calendar and bookings of meetings and spaces
- Correspond by email and communicate over the phone on matters related to ongoing program operations
- Coordinate meetings and events
- Take and distribute minutes of meetings
- Input participant information in the LCMS data system
- Maintain physical and online filing system
- Order office supplies
- Support instructors and guest speakers with classroom setup and print materials as needed
- Submit and reconcile program expense reports; manage petty cash
- Provide general support to participants and to visitors
- Liaise with program team to handle requests and queries from participants
- Participate in, as required and needed, in all staff meetings.
- Support and assist with planning of organizational events.
- Collaborate with the Administrative Assistant of the BEMC bridging program on daily operations that are relevant to both programs

Qualifications and Skills:

- High school diploma with work experience in the field or post-secondary education with a focus on business administration

- High proficiency working in a Microsoft Office 365 environment and/or MS Office (MS Word, MS Excel, MS PowerPoint) or equivalent
- Working knowledge of office equipment, like printers and fax machines
- Excellent time management skills and the ability to prioritize work and multi-task
- Strong client service orientation
- Able to function comfortably in a team environment or independently
- Attention to detail and problem-solving skills
- Good written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Commitment to social justice and community service

The Administrative Assistants will report to the Program Manager. The primary location of these positions are 2737 Keele St., North York. However, the responsibilities may require meetings, conferences, trainings, etc., that necessitate the incumbent to be in various MNLCT sites and public places.

Positions available are one part-time and one full-time (from 14 to 35 hours per week). The beginning of the contract will be on April 2nd, 2018 and ending March 2021, with an option for renewal, pending program funding. Remuneration: \$23.00/hr.

The Mennonite New Life Centre is committed to employment equity initiatives. We encourage internationally trained professionals 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.

Please apply by sending your resume and cover letter in a single MS Word or PDF document to Human Resources at jobs@mnlct.org by March 23rd, 2018. Please quote reference #AABREM2018 in the subject heading of your application.

For more information about the Mennonite New Life Centre visit www.mnlct.org

For more information about the BTMH program visit www.bridgingprograms.org