



Mennonite New Life Centre of Toronto
Toronto ON

Position Title: **Administrative Assistant**

Status: **8 weeks Contract (30 hours per week)**

Level: **Entry**

Salary/Rate: **\$14.00 per hour**

Reporting: **Executive Director**

Application Deadline: **Wednesday May 9th, 2018**

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.

The Administrative Assistant will provide the Executive Director with overall administrative supports including calendar and appointment bookings, email and letter correspondences, and meeting and event coordination at our three (3) GTA locations.

This position is funded through the Canada Summer Jobs Program and only eligible applicants will be able to apply. Eligibility requirements include the following:

- is between 15 and 30 years of age (inclusive) at the start of employment;
- was registered as a full-time student during the preceding academic year;
- intends to return to school on a full-time basis during the next academic year;
- is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act* and;
- is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

Responsibilities:

- Manage Executive Director's calendar and appointment bookings;
- email correspondences on behalf of the Executive Director;
- Meetings and event coordination;
- Minute-taking at meetings;
- Write and distribute email, letters, faxes and forms on behalf of the Executive Director;
- Assist in the preparation of regularly scheduled reports;
- Maintain filing system;
- Order office supplies;
- Submit and reconcile Executive Director's expense reports;
- Answer and direct phone calls, as needed;
- Provide general support to visitors;
- Liaise with leadership team to handle requests and queries from clients;
- Outreach and promote programs to potential clients.

Qualifications:

- Near completion of high school diploma with an interest in business administration;
- 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;
- Self-motivated and is an effective team player;
- Attention to detail and problem solving skills;
- Excellent written and verbal communication skills;
- Strong organizational skills with the ability to multi-task;
- Ability to travel between service locations;
- Commitment to social justice and community service.

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 before May 9th, 2018. Please quote reference # AAES2018 in the subject heading of your application.

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