



Job Posting

Administrative Assistant – Mothercraft Ottawa – **Waterbridge** Location

Mothercraft Ottawa is a non-profit multifaceted family support agency offering a wide array of programs for families from pregnancy to school age.

Through our work with families, staff, partners, and the community, Mothercraft is dedicated to:

Adult-friendly Version

- *Creativity: Exploring possibilities.*
- *Nurturing: Supporting each other with compassion.*
- *Collaborative Relationships: Built on respect and communication.*
- *Inclusivity: Welcoming and encouraging diversity.*
- *Integrity: Acting with honesty and reliability*
- *We use imagination.*

Kid-friendly Version

- *We are caring.*
- *We work together.*
- *We welcome everyone.*
- *We do our best.*

POSITION AVAILABLE: Part-Time 12:30-6:00 pm – Monday to Friday

START DATE: November 22, 2021

JOB DESCRIPTION

The Administrative Assistant, under the direction of Program Manager, is primarily responsible to provide administrative support to the program. The Administrative Assistant must have the ability to adapt to new technology and ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times.

QUALIFICATIONS:

- High school graduation diploma plus post-secondary education in a related field (minimum of a one-year program)
- Minimum of 2 years related office experience
- Proficient in Microsoft Office programs (including Word, Excel, and PowerPoint)
- Ability to process information accurately and to perform a variety of administrative duties
- Valid first aid and CPR level C certification, including infant and child
- Satisfactory vulnerable sector police check
- High level of integrity and work ethic
- Experience and proven ability in working with children, adults and the public
- Demonstrated time management skills
- Strong organizational, interpersonal and communication skills

SALARY AND BENEFITS:

Salary: \$20.66 hour and benefits as per policy manual

Mothercraft Ottawa reserves the right to modify the terms of its benefit packages, from time to time, in its sole discretion.

If interested, please submit cover letter and resumé to jenn.ross@mothercraft.com by October 8, 2021

In your cover letter, please indicate the position you are interested in applying for and explain how your experience in the field supports your suitability for this role.

Please note that while we appreciate your interest in the position, only applicants who are short listed for an interview will be contacted.

Mothercraft Ottawa is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Mothercraft Ottawa will make accommodations available to applicants with disabilities upon request during the recruitment process.

Mothercraft Ottawa strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, Mothercraft Ottawa will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.