

<b>Position:</b> Administrative Assistant for the Counselling Group	<b>Status:</b> 30 hours/week, 8-week contract
	<b>Posting Number:</b> JFS22 S01

## Position Summary

Administrative Assistant is responsible for a wide variety of administrative duties in support of The Counselling Group. The role is responsible for a broad variety of administrative tasks, but mainly will support the unit in re-organizing it's filing system. The position requires flexibility and adaptability and attention to details and an understanding and adherence to confidentiality and privacy regulations.

## Qualifications/Experience

- High school graduate or post-secondary student up to 30 years of age
- Must meet the participant requirements under the Canada Summer Jobs Agreement with Employment and Social Development Canada as outlined:
  - Is between 15 and 30 years of age (inclusive) at the start of employment.
  - Is a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
  - Is legally entitled to work according to the relevant provincial/territorial legislation and regulations.
- Good communication skills (verbal and written) that include sensitivity to donor information
- Detail oriented and demonstrated ability to quickly and concisely synthesize information.
- Ability to problem solve and work independently

## Duties and Responsibilities

- Taking on community outreach tasks in coordination with the Director of Counselling and Mental Health.
- Pull data from archives
- Organizing files electronically and hard copies
- Support of additional administrative tasks as required.

Please send **cover letter and resume** to: [HRAdmin@jfsottawa.com](mailto:HRAdmin@jfsottawa.com) quoting the job number in the **subject line**.

*Jewish Family Services of Ottawa supports equal opportunity employment. We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Right Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting Jewish Family Services.*

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*