



Job Description

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| Position | Administrative Assistant |
| Reports to | Executive Director |
| Effective Date | January 2019 |

JOB SUMMARY

Our Kids Count empowers individuals to build stronger families and inclusive communities by enhancing people's lives through personal growth and development.

As part of the OKC team, the Administrative Assistant will:

Ensure the efficient day-to-day operation of the office, and support the work of management and other staff.

OKC involves families in all aspects of program planning, implementation and evaluation.

PRIMARY RESPONSIBILITIES

- Answer general phone inquiries using a professional and courteous manner
- Direct phone inquiries to the appropriate staff members
- Greet clients/suppliers/visitors to the organization in a professional and friendly manner
- Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents, brochures and calendars
- Sort incoming mail, faxes, and courier deliveries for distribution
- Prepare and send outgoing faxes, mail, and courier parcels
- Forward incoming general e-mails to the appropriate staff member
- Forward voice mail from the general mailbox to the appropriate staff member
- File material according to the established procedures
- Back-up electronic files using proper procedures
- Provide secretarial and administrative support to management and other staff
- Provide back up to the Business Manager when needed
- With the Executive Director, prepare meeting agendas and supporting material for distribution to the Board
- Ensure the timely distribution of material to the Board
- Support the Board with meetings and other arrangements and attend all meetings
- Draft minutes of Board meetings for review by the Executive Director
- Draft agenda and complete minutes from core staff meetings for review by management
- Track and input data on OKC programs
- Maintain Food cupboard, Link2Feed data entry and reports
- Assist families with access to food cupboard
- Provide IT support for all staff
- Support OPS student placements – provide supervision, evaluations
- Participate in health and safety committee
- Responsible for daily, weekly, monthly and yearly fire inspections and drills
- Register participants in events and programs

EDUCATION/EXPERIENCE

- Post secondary education in business, computers, or office management
- Proficiency in the use of computers, voice messaging systems, fax, photo copier
- Proficiency in the use of word processing, databases, spreadsheets, bookkeeping, e-mail and internet
- 1-3 years experience in an office setting

SKILLS & ABILITIES

- good communication and interpersonal skills
- strong organizational skills
- a positive attitude and an ability to make people feel comfortable at the door
- respect for families on a limited income and sensitivity to their issues
- responsive to the needs of a multi-cultural community
- respect for and maintenance of confidentiality
- ability to work independently

CONDITONS OF EMPLOYMENT

- Willingness to work flexible hours
- Car and valid driver's license

ASSESTS**REVIEWED BY**EXECUTIVE
DIRECTOR*Date*PROGRAM
MANAGER*Date*