



EXTERNAL JOB OPPORTUNITY

Administrative Assistant

Onsite Position

Salary: (50K)

ABOUT YELLOW BRICK HOUSE:

Yellow Brick House is a leading provider of life-saving services to women, families and children who have experienced violence and abuse. We offer emergency shelter, individual, group and child counselling, legal support services, and transitional housing support.

PROFILE:

Reporting to the Business Manager, this position is responsible for a wide range of administrative and office support activities for the Board/Managers/Departments to facilitate the efficient operation of the organization.

RESPONSIBILITIES:

The major responsibilities of this position include, but are not limited to:

Board and Committee Support:

- Ensure board orientation package and contact lists are current and updated.
- Setting up appropriate meeting location, ordering food, ensuring equipment is running smoothly, etc.
- Assist the CEO, Board Chair and Committee Chairs in preparing for meetings, including sending email meeting invitations, drafting agendas, tracking attendance responses, and preparing and distributing documents accordingly.
- Attend Board and Committee meeting and record meeting minutes, to be followed up with appropriate circulation after the meeting.
- Coordinate York Region Violence Against Woman Coordinating Committee (YRVAWCC) meetings, record minutes, distribute membership email updates, prepare and send membership invoices and track payments of same.
- Coordinate York Region Violence Against Woman Abuse Protocol trainings and complete annual workplan and year-end report including updates to training materials, handbooks, and other documents.
- Post documents to Google Drive as applicable
- Update board manual, tracking amendments and versions; ensure electronic copies are up to date.
- Must be flexible to work evenings as required.

Office Administration:

- Operation of the reception area including greeting visitors and ensuring sign-in protocols are followed, monitoring the waiting area, answering incoming calls and questions, transferring calls to appropriate staff, receive and arrange for courier deliveries, sort, and distribute mail
- Back-up support for office administration responsibilities including:
 - Purchasing, receiving, organizing and storage of office supplies including brochures, letterhead, office groceries (perishable and non-perishable)
 - Coordinating, overseeing, and troubleshooting the maintenance of office equipment (photocopier, telephone system)

- Maintaining key communication tools such as voicemail greetings, internal phone directories, staff sign-in sheet
- Assist Fund Development team with receiving donations (monetary and in-kind) and collecting donor information.
- Update YRVAWCC website (wish lists, job postings, events, other applicable media)
- Update video at reception (content to be provided)
- Create and maintain library resource for research.
 - Conference resources
 - Demographic reports
- Assist with the preparation of letters as required.
- Office orientation kitchen duties, telephone/ voicemail

Document Management:

- Create and maintain a schedule for policy review, track compliance.
- Update policy and procedure manuals, tracking amendments and versions.
- Ensure electronic and paper copies of manuals are up to date.

Engagement:

- Communicate fully and openly with supervision; keeping manager fully informed of relevant client and staff member information, at all times.
- Active positive participation in regular team meetings
- Maintain a positive approach and a professional manner at all times.
- Keeps up-to date on issues relating to gender-based violence and evidence-based practices for intervention as it pertains to woman and children.
- Maintain community awareness of Yellow Brick House programs throughout York Region
- Acts as a Brand Ambassador for the Yellow Brick House
- Participates in internal/external committees as required.
- Attends training sessions as required.
- Works in a team environment; provides support and information to team members and assists other staff when required.
- Fosters and maintains an anti-oppression working environment.

HEALTH AND SAFETY RESPONSIBILITIES:

- Follow the duties and responsibilities specified under the Occupational Health & Safety Act Sections 28.
- Ensure all safety and non-safety rules and regulations are followed.
- Ensure adherence to established safety, quality, and housekeeping standards.
- Attends Environmental Health and Safety training.
- Adhere to Yellow Brick House health and safety, environmental, and quality standards, policies, and procedures.
- Report any known hazard, defect, incident or compliance issue to the employer or supervisor.
- Understand BILL 132 and 168 and uphold the policies that prohibit domestic violence, workplace violence, sexual harassment, and harassment in the Workplace.

PERFORMANCE MEASURES:

- Accurate completion of all documentation as required.
- Meet all Department goals and objectives.
- Meet all timelines as established on assigned projects and daily administration.

QUALIFICATIONS & SKILLS:

- Diploma in Business Administration or equivalent.
- 2-3 years of demonstrated office administration experience, providing support to Sr. Management and Board of Directors considered an asset

- A current police vulnerable sector screening (VSS) is required.
- Must have reliable transportation
- Familiar and comfortable with technology-assisted platforms, specifically video conferencing using MS teams, Zoom, etc.
- Ability to speak French is considered an asset.
- Working knowledge of application of Anti-Oppressive and Feminist frameworks
- Must be able to work some evenings and weekends.

CORE COMPETENCIES:

- Execution and Delivery
- Analytical
- Communication
- Interpersonal
- Discretion, Diplomacy, Confidentiality

WORKING CONDITIONS:

- Works in a comfortable environment either inside or outside in typically pleasant conditions. Typical conditions are such that some risk of any injury or harmful effect is possible.
- There is regularly a need to meet after or before normal business hours.
- Must be able to sit/stand for extended period of time.

Yellow Brick House would like to thank all applicants for their interests; however, only those selected for an interview will be contacted.

Yellow Brick House is an equal opportunity employer, and we will accommodate your needs under the Ontario Human Rights Code. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview, or selection processes, please contact the Human Resources Department for assistance.

Please submit your resume to jobs@yellowbrickhouse.org