

PQCHC – JOB POSTING

*PQCHC is an equal opportunity employer and values diversity in its workforce.
If at any stage in the selection process you require an accommodation due to a disability,
please let us know the nature of the required accommodation.*

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| JOB TITLE: | Administrative and Communications Assistant – Bilingual Essential | JOB #: 2018-0031 |
| Status: | Contract position from June 4, 2018 until March 29, 2019 | Hours: 35 hours/week |
| Benefits and eligibility: | 4% in lieu of vacation, HOOPP (pension) enrolment eligibility | Pay scale: \$18.888-22.221 |
| Application deadline: | Friday, April 30, 2018 at 9:00am | |

Job Summary

The Administrative and Communications Assistant provides clerical, administrative, and communications support to the Pathways to Education program and Equity in Education project. This role requires excellent communication and time management skills in order to coordinate and prioritize tasks.

Job Specific Responsibilities

1. Clerical
 - Supports the program with data entry, filing, photocopying and scanning
 - Updates clients' records (annual registration documents, academic information, attendance information) in program database
 - Assembles registration packages
 - Creates and maintains client files
 - Prints address labels and assists with communication to families
2. Administrative
 - Assists with the preparation, maintenance and filing of client records, and participates in client file audits
 - Schedules stakeholder and other meetings
 - Records and distributes minutes of meetings
 - Coordinates and reviews translation of documents
 - Assists with financial requirements related to RFPs, petty cash, invoices and timesheets
 - Provides administrative support to team members as needed
3. Communications
 - Prepares communication materials (e.g. posters, flyers, newsletters) for distribution to stakeholders through a variety of channels, including social media
 - Manages communication on social media platforms, webpage maintenance
 - Assists in maintaining effective communication with internal and external stakeholders
 - Assists with special events

Qualifications

1. Education
 - Post-secondary diploma or degree in Office Administration and/or a communications-related field, or equivalent combination of experience and education
2. Professional Experience
 - 2-3 years' administrative support experience including work with databases

HUMAN RESOURCES

Pincrest-Queensway Community Health Centre

1365 Richmond Road, 2nd Floor Ottawa, ON K2B 6R7

Fax: 613-288-3407 email: hr@pqchc.com (Microsoft Word format only)

Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application.

Only candidates selected for interviews will be contacted.

3. Key Competencies

- Proficient in software applications including MS Excel, Word, Outlook, PowerPoint, and Publisher
- Strong writing, editing, and oral communication skills
- Experience with data entry
- Experience working with Survey Monkey, Mail Chimp, and WordPress considered an asset
- Graphic design/web design experience an asset
- Experience providing administrative support in a large, multi-disciplinary team environment

4. Linguistic Profile

- Bilingual Essential
- Based on New Avenues Linguistics Rating Scale: A+ (highest skill) to C- (lowest skill):
 - o French (oral expression): B+
 - o French (oral comprehension): B+
 - o French (reading comprehension): A
 - o French (written expression): A
- Other languages considered an asset

5. Personal Suitability/ Other requirements

- An ability to work independently and manage competing priorities, with a strong sense of initiative
- Excellent organization, planning, and time management skills, with exacting attention to detail
- A collaborative mindset, contributing to a climate of professionalism and team-based success
- An interest in working in a non-profit environment focused on youth, poverty reduction, and education
- Willingness to work occasional evenings if required