



## ***Part-Time Office Administrative Assistant Wanted – Child Witness Centre***

The Child Witness Centre is a charitable organization that works to ensure that children and youth who are or may become victims or witnesses of abuse or crime get the support that they need.

The Office Administrative Assistant is a welcoming presence for clients and their families, as well as playing a vital role in the organization and management of the workplace setting. This role will assist Child Witness Centre staff with day-to-day administrative tasks (both office and program related), ensuring we are offering high quality support to child victims and witnesses, and their families.

We are looking for an individual who is self-motivated, self-starting, welcoming, friendly, and can work independently, and can commit approximately 15-20 hours per week between the hours of 8:30am and 4:30pm, Monday to Friday, on a regular schedule over a minimum of three days. This contract position will report to the Executive Director, but be under the daily supervision of the Office & Donor Management Administrator.

### Tasks

- Responsible for handling the reception duties. This includes:
  - Answering/Transferring phone calls, greeting clients and community partners to office
  - Taking accurate and complete messages and forwarding to appropriate person
  - Connecting client calls to pre-assigned caseworkers/advocates
  - Keeping the building organized and tidy, ensuring a welcoming appearance to children and families, watering the plants, stocking brochures
- Assisting Office Administrator by completing various clerical and financial administration tasks such as:
  - Processing invoices and revenue, which includes receiving, allocating, seeking approval, photocopying, filing, etc.
  - managing office supplies, equipment, building/property needs
  - Help to ensure a safe and healthy workplace
- Supporting Program Staff by:
  - Ensuring that referrals are processed to Program Assistant in a timely manner
  - Ensuring proper procedure is followed surrounding inquiries into program services

- Assisting the Development Team, in completing tasks for fundraising activities that might include:
  - Mailings, emailings, social media
  - Creating tent cards, posters, information packages, etc.
  - Responding to inquiries regarding details of event via phone/email
  - Updating excel spreadsheets
  - Assist with calendar sales, and other 3<sup>rd</sup> party events
- Assisting with other duties or special projects that arise that may include:
  - managing mailing/emailing lists
  - brochure/other information distribution lists.
- Other duties as required, based on skill and ability.

Skills and Qualifications should include:

- University or College degree
- Demonstrated problem solving skills
- Strong team skills
- Excellent interpersonal communication skills
- Experience dealing with difficult and/or sensitive situations
- Experience with Microsoft Windows 10, Office 365 programs, and database management

The Child Witness Centre requires all new hires to submit a current Vulnerable Persons Check and a Family and Children's Services Check.

### ***Application Process***

Please email your cover letter and resume in confidence to:

Laura Muirhead  
Executive Director  
Child Witness Centre  
111 Duke Street East,  
Kitchener, ON N2H 1A4  
[careers@childwitness.com](mailto:careers@childwitness.com)

More information about the Child Witness Centre can be found at [www.childwitness.com](http://www.childwitness.com).

We thank all applicants for applying, however, only candidates selected for an interview will be contacted. All inquiries will be kept in strict confidence. Please note that the deadline for submitting a resume and cover letter to the above email address is **Tuesday, October 17 2017**.