



### **Family Centre Administrative Assistant - Permanent**

The agency currently has available a permanent full-time Family Centre Administrative Assistant position. This position will provide administrative and customer service support to the Family Centre to support the vision of greater collaboration and community development for at risk children and families in the local community. This is a 34 hour per week position scheduled Wednesday through to Sunday.

The Family Centre Administrative Assistant will manage the day to day administrative tasks of the Family Centre including: accepting room bookings; coordinating the signing of contracts; giving Family Centre tours; ensuring the facility is clean and furniture is in proper location; determining the A/V and technology requirements for renters; providing onsite technology support; providing general administrative support to the Family Centre Coordinator; assisting with electronic communications activities.

#### **Qualifications:**

- Secondary School Graduation and/or Community College diploma;
- Sound working knowledge of computers - Windows, Microsoft Word and Excel essential; Publisher and other design software an asset; experience on social media platforms an asset;
- Excellent interpersonal and communication skills, with strong organizational abilities;
- Excellent customer service and problem solving skills;
- Experience working with diverse populations an asset;
- Ability to work closely within a team is essential.
- A valid Ontario driver's license is required.

#### **Salary Range:**

\$35,123.80 to \$43,176.33 per annum

Office & Clerical - Grade 4

**Article 15 applies to internal applicants**

Family & Children's Services of the Waterloo Region is committed to diversity in the workplace and strongly encourages applications from qualified individuals with varied backgrounds.

Interested applicants are invited to submit a resume to [resume@facswaterloo.org](mailto:resume@facswaterloo.org), no later than 4:00 pm on February 8, 2016 quoting posting #013-2016. Resumes will only be accepted electronically.

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

#### **Accommodation at Family & Children's Services of the Waterloo Region**

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 Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 519-576-1329 x3465. Human Resources will work with the applicant and the interview committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.