



## Administrative Assistant- Family Services

Jewish Family & Child is a multi-service, client-centered agency, and a Children's Aid Society supporting the healthy development of individuals, children, and families; we are seeking an **Administrative Assistant – Family Services** to join our team.

### IN THIS ROLE YOU WILL.....

- ❖ Perform a variety of general administrative duties in support of the Agency's Family Services Teams and Managers.
- ❖ Support with compiling program statistics, generating reports for various committees and working groups, and prepare manuals and presentations.
- ❖ Assist in preparation for beginning of School of Social Work year and ongoing file management support.
- ❖ Compile, input, prepare and analyze statistical data for School of Social Work Program.
- ❖ Assist in coordinating the logistical aspects of Agency programs, such as meetings, client appointments, seminars and other events.
- ❖ Record meeting minutes for various committees and working group meetings as required.
- ❖ Coordinate the scheduling and preparation of materials for trainings.
- ❖ Respond to inquiries and provide information to clients, visitors, and workers as required.
- ❖ Perform other duties as assigned.

### QUALIFICATIONS:

- ❖ Post-Secondary degree/diploma in Office Administration or a related field.
- ❖ 2 years of related experience in an office setting.
- ❖ Proficiency in Microsoft Office Package (Word, Excel, Outlook, and PowerPoint) and understanding of Access and database programs.
- ❖ Excellent communication skills to liaise with a number of contacts including potentially hostile clients and referring agents.
- ❖ Meticulous records maintenance and problem solving skills.
- ❖ Interpersonal skills, tact and diplomacy and the ability to work with a variety of styles and to appreciate diversity.
- ❖ Strong ability to manage multiple priorities and requests.
- ❖ Knowledge of French language will be considered an asset.
- ❖ Fluency in Russian – a strong asset.

If you are interested in applying for this position, please submit your résumé and cover letter to [resumes@jfandcs.com](mailto:resumes@jfandcs.com) by November 30, 2018. This position will remain active until it is filled.

Jewish Family & Child is committed to the principle of equal opportunity in employment. Accommodations during all phases of the hire process will be made wherever possible. Please advise us if any accommodations are required. We thank all applicants for their interest; however, only those considered for an interview will be contacted.

To learn more about Jewish Family & Child, please visit: [www.jfandcs.com](http://www.jfandcs.com) | [www.facebook.com/jfandcs](https://www.facebook.com/jfandcs)

