



JOB OPPORTUNITY: ADMINISTRATIVE & OPERATIONS ASSISTANT

MISSION STATEMENT

We empower children and youth by connecting families with opportunities to build hope for lifelong change and break the cycle of poverty.

SUMMARY OF ROLE

The Children's Foundation of Guelph and Wellington is looking for an individual in an entry-level position to support the foundation in administrative and operational needs. Reporting to the Finance & Operations Manager, and delegated team members, this is a great opportunity providing hands-on experience working in an office and social services setting. Duties include but are not limited to:

- Greeting visitors and helping clients, if working in person
- Responding to telephone, in-person, and email enquiries
- Typing letters, reports, and other documents
- Data entry, compiling data and other information for reports
- Organizing files and record-keeping
- Maintaining office supplies
- Supporting meeting preparations and doing meeting minutes
- Managing the postage meter and office mailing
- Helping with staff events
- Assisting other staff with administration tasks as required

ELIGIBILITY

This position is funded by **Canada Summer Jobs**. All applicants must meet the following criteria:

- be between 15 and 30 years of age (inclusive) at the start of the employment;
- be a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* *;
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.*



KNOWLEDGE AND SKILLS

- Interest in working in an office and/or social services environment.
- Ability to work independently and as part of a team.
- Ability to take direction.
- Good organizational and time-management skills.
- Strong attention to detail.

ENVIRONMENT AND POSITION DETAILS

- This position will be working primarily at the Children's Foundation office, however there is the option for a hybrid remote/in-person work environment. The successful candidate will be supplied with equipment.
- 30 hours per week for 6 weeks
- Anticipated Start date: Monday, July 4, 2022
- Hourly wage: \$18.10 [CFGW is a Liveable Wage Employer]

APPLICATION PROCEDURE

To apply for this position, please submit a cover letter and resume by emailing HR@childrensfoundation.org with the subject line: **Admin Assistant Role** by 5:00PM on Sunday, June 12th, 2022.

As an organization committed to equity, diversity, and inclusion, the Children's Foundation of Guelph and Wellington welcomes and encourages applications from all qualified individuals, especially those who identify with systemically excluded identities including but not limited to women, individuals living in poverty, persons with disabilities, Black and Indigenous peoples, individuals of diverse gender and/or sexual orientations, racial minorities, and all groups protected by the Human Rights Code.

We are committed to providing an inclusive and barrier-free work environment. We adhere to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment, and selection processes as accessible as possible and provide accommodations as required.

All private information received in relation to an accommodation request will be kept confidential, only information required to facilitate the accommodation will be shared with those involved in the recruitment process.

If you require any accommodations at any point during the application and/or hiring process, please contact Karyn at 519-826-9551 x 128 or by emailing karyn@childrensfoundation.org