



THRC Administration Assistant

Date Posted: August 17th, 2022

Hourly Rate: \$24.00/hour

Location: Hybrid - Remote/410 Bronte Street South

Hours: 35 hours/week

Reports To: THRC Director

Position Type: Contract to April 28th, 2023

Number of Vacancies: 2

Why work for Milton Community Resource Centre?

MCRC goes beyond the traditional 'check in the box' approach to employee development by recognizing creativity, innovation and the work contributions of each employee that aligns with MCRC's strategic objectives. We have a wide variety of programs and services that allow our employees to explore various career opportunities within the organization. We believe in the importance of providing wellness opportunities that support employee's mental, physical and emotional health including paid sick, personal and vacation time based on position type. Our Benefits and Wellness programs include a Flexible Health Spending Account, Child Care discounts, and a free membership to THRC Resource Library.

The Halton Resource Connection (THRC) is a program of the Milton Community Resource Centre, operated in partnership with Halton Region.

We're looking for someone who:

- Has experience with communication and coordination of events on virtual platforms for community engagement.
- Has strong organizational skills with an ability to effectively manage multiple projects, work under pressure, and prioritize conflicting deadlines.
- Is detail oriented, demonstrates superior writing, editing and proofreading skills.
- Has advanced knowledge of Microsoft Office Suite, Salesforce, Word Press and Canva (graphic design software) as well as Facebook and Instagram

Every day, you will contribute to the successful functioning of The Halton Resource Connection programs by:

- Entering data into various databases.
- Planning and scheduling meetings and conferences.
- Providing historical reference by developing and utilizing filing and retrieval systems.
- Assisting in the preparation of reports and presentation materials.
- Coordinating the distribution of reports and presentations.
- Curating and managing social media content for Facebook and Instagram.
- Providing comprehensive administrative support for all THRC program operations.
- Engaging in meaningful interactions through virtual, email, in person and telephone inquiries.
- Reading, researching and routing correspondence, drafting letters, preparing minutes and collecting/analyzing data to conserve Directors' time.
- Establishing objectives, determining priorities, managing time, gaining cooperation of others, monitoring progress, problem solving and revising plans to complete projects and special assignments.
- Studying, evaluating and making recommendations for re-designing processes and implementing changes to improve quality results.

Prior to employment the successful candidate will have:

- An Administrative Assistant diploma or degree or other related field.
- 5+ years' experience working in an administrative role
- Criminal Record Check with Vulnerable Sector Screen dated within 6 months
- Proof of Vaccination against Covid-19

MCRC is committed to diversity and accessibility. To this end, MCRC endeavors to reflect the cultures, languages and abilities of the families we serve, in our programs, services and employment practices. Please identify if you require any accommodation during the recruitment process in your application email.

Please submit your cover letter and resume to careers@mcrc.on.ca