

**Title:** Administrative Assistant

**Hours:** 37.5 Hours – Full Time – must be willing to work a flexible schedule.

**Reporting Line:** Reports directly to the Executive Director

**Qualifications, Experience & Skills:** Business Administration/Office Assistant Diploma or equivalent experience; minimum one-year experience; fluent in English and French – written and spoken; competence in computer applications is essential – minimum Microsoft Office Suite; and knowledge of web-based materials, databases and social media.

**Knowledge, Skills and Attributes:**

- Knowledge of Community Service Organizations
- Excellent communication (both oral and written)
- Excellent interpersonal skills, non-judgmental
- Excellent organizational skills, with great attention to detail
- Ability to gather data, compile information and prepare reports
- Knowledge of office management principles and procedures
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues
- Ability to develop and maintain recordkeeping systems and procedures such as Donation Tracker
- Knowledge of archiving principles and processes
- Ability to switch rapidly from one project to another and meet changes in deadlines
- Self-directed and able to work with minimal supervision
- Must be capable of withstanding heavy workload with multiple demands on time

**Position Duties and Responsibilities:** Under limited supervision, the Administrative Assistant will coordinate, oversee and/or perform a wide variety of administrative, fiscal and program support activities for the different departments with primary responsibility for the CEO. This position will serve as the primary point of administrative contact, frequently dealing with complex and confidential issues.

**Agency**

- Participate in team meetings and contribute to the strategic direction of United Way of Greater Moncton and SENB
- Enhance professional growth and development through participation in educational programs and workshops

- Assist with/participate in special projects and events, and when needed, serve on a variety of committees in a support capacity

### **Front Desk**

- Provide administrative support as required
- Be the first contact as clients, visitors, partners, etc. come into the building
- Enter detailed information of new clients, donors, volunteers, with special attention to accuracy and detail
- Transfer information between staff, volunteers and public to ensure smooth running of operations
- Assist in the management of the volunteer program as directed
- Oversee reception and related areas to ensure the atmosphere remains professional and kept as a place of business and service
- Accept payments and non-monetary donations on behalf of the association and recording the related information
- Ensure accuracy of all monetary transactions
- Assist with correspondence, reports, proposals, campaign, newsletters, social media posts, and other items as required
- Prepare agenda, take and prepare meeting minutes, and assign tasks for staff meetings
- Assist in creating effective filing, tracking, or documenting systems to increase and maintain the efficiency of the United Way's collective work
- Receive and distribute incoming mail and prepare outgoing mail
- Oversee special projects as assigned by supervisors or teammates
- Assist in United Way events as directed (i.e.: preparation of materials, follow up calls, registration desk, taking pictures etc.)
- Assist with emergent situations as directed, always seeking guidance before taking action.

**Special Condition of Employment:** Must be fully vaccinated and must have own transportation.

**Salary Range:** \$38,000 - \$45,000 annually based on experience.

If you are interested in joining our team, please submit your resume by December 1<sup>st</sup> to [finance@moncton.unitedway.ca](mailto:finance@moncton.unitedway.ca)