



Connections Early Years Family Centre

Administration Assistant Job Description

Deadline for Applications: August 28, 2025

Resumes can be emailed to info@connectwithus.ca

Connections is a charitable organization that advances the healthy development of families and their children 0 - 6 years through family centered support, early learning opportunities, early identification, and intervention services in English and French.

As the **Administration Assistant**, you will support the staff, families, volunteers, students, community partners and supporters by providing an array of administrative duties. Your primary responsibilities are in reception, ordering/purchasing, database inputs, minute taking, fund development support and written correspondence.

Accountability

You will report to the Administration Manager on day-to-day operations and overall, the Executive Director.

Employment Requirements

Hours: 32 hours per week/52 weeks per year - some evenings and weekends are necessary

The position requires you to travel to various locations on occasion.

A current Criminal Record Check (including Vulnerable Persons) must be provided.

Qualifications

- Post-secondary education or experience in an administrative setting required
- Proficient in Word, Excel, PowerPoint, Publisher and Outlook
- Excellent organizational skills and verbal, non-verbal and written communication skills
- Fluency in English; second language an asset
- Exceptional customer service skills
- Knowledge of Early Years/Community resources an asset

Responsibilities

- Greet families and community partners and assist with direction to proper locations within the building
- Support the EarlyON program and various departments at the Centre with administrative tasks
- Operate a multi-line phone system and direct calls to appropriate departments and staff
- Manage the ERAM (Event Registration and Attendance Manager) program for the Centre
- Support various committees with minute taking, fundraising efforts, maintaining spreadsheets, communicating with committee members, tracking information and ticket sales, attending events and follow-up tasks
- Manage all ordering and purchasing for the Centre, including maintaining office supplies inventory
- Provide support to parenting groups as needed, including collating survey results
- Support professional development through registration and completion tracking
- Manage incoming and outgoing mail
- Prepare thank you letters and complete donor tracking activities

Other Duties

- Participate in the planning of Centre and/or program goals, objectives, policies, procedures
- Participate as a member of the team towards development and implementation of team goals
- Participate in continuous learning through attendance at workshops or other learning activities
- Share knowledge with other team members and therefore the organization
- Participate in Centre committees and attend all Centre staff meetings when appropriate
- Maintain and promote a safe and clean working environment
- Report any observed risks or hazards to management personnel
- Attend to other matters as requested by the Executive Director

Skills

The incumbent must demonstrate the following skills:

- ability to work in a collaborative team approach internally and in the community
- ability to be flexible, work at a fast pace, prioritize assignments and respond to numerous requests
- ability to concentrate and focus on projects and be detail oriented
- ability to use creative thinking to solve problems and make decisions
- ability to be self-starting and self-motivated

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

- friendly, personable and able to build harmonious working relationships
- ability to exercise good judgment in recognizing scope of authority
- be honest and trustworthy, demonstrate sound work ethics
- be respectful, possess cultural awareness and sensitivity

Physical requirements

The position has the following physical considerations:

- Ability to spend a significant amount of time sitting at a workstation using office equipment
- Physical ability and agility to lift and carry equipment up to 35 lbs.
- Physical coordination and ability to participate in fundraising events
- Physical coordination and ability to set up chairs and tables for meeting spaces
- Ability to stand for extended periods
- Facilitate and participate in fire drills and other evacuation procedures

Environmental Conditions

The Administration Assistant workspace is in a reception area, which at times can be noisy with competing demands and, on occasion, discourteous patrons.

Mental Demands

There are several deadlines associated with this position, which may cause stress. This position has minimally sustained direction in carrying out responsibilities and duties.

Connections Early Years Family Centre welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.