



The **Social Development Centre Waterloo Region** is a learning organization that supports all voices in creation of community wide solutions ensuring that lived experience and expertise is the basis for collective action. Our Vision is fair and equitable access to social, economic and political life for everyone in Waterloo Region.

We are recruiting for the position of an **Administrative Coordinator**. It is an annual renewing contract position, based on available funding. The position is for 30 hours per week at a rate of \$26.25/hour. The position would be carried out in person at SDC office, starting early November 2023.

Administrative Assistant Job Responsibilities:

Provides administrative support to ensure efficient operation of organization.

- Phone & Email front line - Provides information by answering questions and requests through the principal phone and email inquiries, and forwards appropriate inquiries to staff
- Schedules meetings and supports visitors.
- Carries out administrative duties such as organizing, filing, copying, scanning
- Maintains data management and filing systems
- Maintains membership list, communicating updates and calls to action.
- Supports the financial team in deadline-sensitive requests for documentation and correspondence regarding reporting and payment.
- Maintains office supplies inventory by anticipating needed items, placing and expediting orders for supplies.
- Supports staff in making purchases as per requests
- Ensures operation of standard office equipment by completing preventive maintenance requirements, calling for repairs, etc
- Collects and prepares content for website and email list communication.
- Assists Civic Hub Coordinator, Program Leaders, and Civic Hub Partners in setting up meeting space, food, etc.
- Upholds and complements office policies by following accepted procedures, and offering suggestions for increased efficacy



Administrative Assistant Skills and Qualifications:

- Previous office management experience
- Strong verbal/written communication
- Administrative writing (note-taking, reporting skills)
- Problem Solving
- Skilled user of Internet technology, software applications, and content management systems (Google Workspace, Microsoft Office, Zoom, VOIP phone systems)

Other Skills and Qualifications (life experience, training and work experience)

- Does well in an unstructured work environment.
- Can work alone and in a team atmosphere.
- Experience in community engagement and volunteer work
- Proven skills in conflict resolution
- Skills in the creation of clear language information material, and simple visual design
- Familiarity with Canva, WordPress, MailChimp.

Due to the equity-informed recruitment process the following would be considered as assets:

- Self-identifying with BIPOC or LGBTQ+ communities, or other equity deserving groups
- Speaking languages other than English
- Community-based work in underserved and disinvested communities
- Participation in grassroots and social justice initiatives

Not having all the listed skills and qualifications should not in itself exclude you from submitting an application. If the lived or work experience, values and vision you hold resonate with the position or the Social Development Centre, please consider applying. The groups we serve are very diverse and inclusive, our team is committed to increase the representation of talent and backgrounds within our organization.

Please email your resume and a cover letter with two references to david.alton@waterlooregion.org, addressed to the SDC Team by Friday November 3, 2023.