



946 3<sup>rd</sup> Ave. E. Owen Sound, Ontario N4K 2K9  
(519) 376-3899  
[info@oshare.ca](mailto:info@oshare.ca)

## **Administrative Assistant**

**Temporary Part-Time: November 1<sup>st</sup> 2020 - January 31<sup>st</sup> 2021**

### **Why work for OSHARE?**

Our desire is to be a provider for people striving to regain the basic necessities of life, restore their dignity and hope, empowering them to be full and active participants in the community. Through our core values, Owen Sound Hunger & Relief Effort strives to be known in the community as a faith-based, trusted, comprehensive, valuable outreach to the people in need throughout Owen Sound and the surrounding area through its services and programs.

We respect and value the generous support of all our community partners, including social service providers, and other faith groups. We are committed to nurturing in all our actions and among all our staff and volunteers these core values of Faith in Action.

Owen Sound Hunger & Relief Effort offers hope to men, women, and children in need throughout Owen Sound and the surrounding area by:

- Balanced meals for the underprivileged
- A place where poverty and its effects are taken seriously
- Accurate and up to date information on related community services
- Transforming the unjust structures that foster poverty and hunger

The Administrative Assistant will perform office related duties and provide support to the Executive Director. The Administrative Assistant will also assist with the food drive, support volunteers and perform website updates and social media postings. The Administrative Assistant balances multiple responsibilities and has effective critical thinking, problem solving and time management skills.

### **KEY AREAS OF RESPONSIBILITY**

- Responsible for carrying out and documenting the pick-up of food drive products
- Responsible for office information activities such as, but not limited to, updating volunteer files, initiating volunteer emails and responding to queries, inputting donation information and tax receipt data
- Responsible for social media postings and website updates



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- Assist with the sorting and moving food (i.e. Food Rescue)
- Responsible for creating and compiling a resource binder with directions and procedures for future office volunteers.
- Assist with distributing meals to the public
- Provide coverage on occasional Saturday's
- Perform other related duties as assigned

### **SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES**

- Experience working in an office environment is an asset
- Excellent communication skill, both written and verbal
- Able to prioritize, coordinate, and manage multiple activities
- Excellent organizational and time management skills
- Computer Proficiency in Word, Excel and Power Point
- Demonstrated ability to work with multiple areas of responsibility and prioritize accordingly
- Demonstrated ability to work independently and to set own priorities
- Demonstrated ability to maintain confidentiality.
- Strong interpersonal skills.
- Attention to detail and accuracy.
- Committed, reliable, flexible

### **EMPLOYMENT REQUIREMENTS**

#### Education

- Completion of High School Diploma
- Post-secondary certificate or diploma in business administration or a relevant field of study preferred, but not required
- Valid Ontario driver's license and reliable transportation

### **RELATED EXPERIENCE**

Related experience as an Administrative Assistant is preferred

### **WORKING CONDITIONS**



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- Working hours will vary within a 30-hour paid work week; evening and weekend work may sometimes be required

The current wage scale for the position of Administrative Assistant is \$15.00 per hour.

**TO APPLY:**

Please submit a complete resume and cover letter quoting Administrative Assistant in the subject line to [info@oshare.ca](mailto:info@oshare.ca) by **October 19, 2020 at 4pm**

We thank you in advance for your interest in the above-noted position. However, please note that only those applicants receiving an interview will be advised of the recruitment outcome.