



## **Job Description**

**Position:** ADMINISTRATIVE ASSISTANT

**Effective Date:** April 1, 2021

**Supervisor:** Executive Director

**Classification:** Part-time (.5 - .8 FTE)

## **Job Description**

The Administrative Assistant supports the Executive Director, and senior staff. CanFASD maintains a virtual office, with all employees and contractors working from home.

### **Key Responsibilities:**

- Be part of the rotation of staff to monitor the email information requests with the accurate information
- Prepare correspondence and email to recipients
- Save documents on shared file drive
- Assist with the management of board of directors meeting documents, meeting preparation, and dissemination of information
  - Track Board decisions and look ahead agenda items
  - Track Board committee meetings, records, and decisions
- Manage the CanFASD policies and procedures master file, track revisions, reviews and make necessary changes.
  - Assist in development of new policies and procedures
- Assist in poster and advertising development
- Edit documents
- Assist in document formatting and design
- Assist with membership and donor information management
  - Newsletter development
- Make travel, meeting and other arrangements for staff and for meetings
- Distributes information to partners and the public as required
- Liaise with vendors on behalf of the organization
- Assists with logistics for special events and CanFASD-sponsored activities
- Other duties may be assigned

### **Qualifications:**

#### **Education:**

- Post-secondary education and/or experience in business, computers, or office administration is an asset

#### **Experience:**

- 1-3 year's experience in an administrative role
- Experience in working with Policies and Procedures is an asset.
- Graphic Design experience/skill will be an asset.

**Competencies:**

Proficiency in the use of computer programs for:

- Word processing
- PowerPoint
- WordPress
- Spreadsheets
- E-mail
- Ability to work virtually from home
- Able to work independently

Internet

- Social Media (Facebook, Twitter, etc)

**Personal characteristics:**

- Behave Ethically: Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others are consistent with these standards and align with the values of the organization.
- Build Relationships: Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Organization: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

**Reporting Relationship:**

The Administrative Assistant reports to the Executive Director.

To apply, send your resume to [info@canfasd.ca](mailto:info@canfasd.ca)