

## **Administrative Assistant**

Youth Assisting Youth (YAY) is seeking a motivated, self-starter to provide a range of administrative support to the YAY Management Team, and coordinate the day-to-day operations of the office in support of YAY's mission, goals and objectives. The ideal candidate will be experienced in handling a variety of administrative and executive support tasks, and well organized, flexible and passionate about providing efficient administrative support to the organization.

- Proof of COVID-19 Vaccinations and booster is required.
- This position is On-Site and NOT remote.

### **RESPONSIBILITIES:**

- Provide administrative support to the Program and Management Teams
- Provide clerical and administrative support and develop and maintain computerized and manual filing systems for the Management Team (CEO, Director of Development, Program Manager)
- Organize and coordinate office administration and procedures to ensure organizational effectiveness, efficiency and safety
- Assist the Management team and Program staff with various administrative duties, such as copying, phone calls, faxes, filing and other projects as assigned
- Work cooperatively with the Management Team to complete reports and documents in a timely manner and provide other administrative support as requested
- Support file management for the Management team including organizing electronic files
- Support administrative functions of YAY programs, events and fundraising activities
- Maintain the staff data portal and provide support to staff when updating the portal
- Assist with input and recording of statistical data related to all program services and complete reports as required
- Keep and maintain records required by Management and Program staff
- Ensure all disbursements are backed up with receipts and/or requisition forms
- Maintain general office forms (fax, courier, etc.)
- Perform other duties as assigned

### **QUALIFICATIONS:**

- Related post-secondary degree/diploma in Office Administration or Administrative Assistant
- Proven administrative experience, skills and demonstrated client service experience
- Excellent written/oral communication skills – strong command of the English language and strong organization skills are required
- Strong computer skills including knowledge of Microsoft Office Suite (MS Word and Excel), G-Suite (Gmail, google docs, google drive, google calendar), client database and internet skills
- Friendly disposition with excellent interpersonal and customer service skills, including high-level of diplomacy, patience, and tact with strong customer service skills

- Excellent written skills and proven ability to develop clear, concise and comprehensive written communication
- Superior organizational skills, attention to detail, and ability to multitask and prioritize workload
- Excellent judgment in setting priorities, identifying issues and determining action required when working under pressure and deadlines
- Ability to work independently as well as part of a team
- Ability to work flexible hours when required
- Experience in the non-profit sector is an asset
- Speaking a second language is an asset
- Proof of Covid-19 double vaccination with a booster is required

**COMPENSATION** – This is a full-time position. Salary will be commensurate with experience.

**How to Apply:**

If you are dedicated to impacting the lives of children and youth, and interested in joining a dynamic team of like-minded professionals, please forward your resume with a detailed cover letter to **Ed Carlson, Director of Development**. We thank all applicants for their interest but only those selected for interviews will be contacted.

**About Youth Assisting Youth**

Youth Assisting Youth is dedicated to investing in the leaders of tomorrow and transforming the lives of at-risk and newcomer youth through the power of mentorship. For over 40 years, we've paired volunteer young adult mentors aged 16-29, with youth ages 6-15 to engage in activities aimed to develop mind, body, character, and leadership skills. Our charity connects volunteers to enriched mentorship experiences that profoundly impact the most vulnerable youth and their families in communities across the Greater Toronto and York Region.

**COVID-19 considerations:**

Vaccination is a key element in the protection against the hazards of COVID-19. YAY has adopted a Mandatory COVID-19 Vaccination Policy. Employees, seasonal/part-time staff, volunteers & youth are required to be fully vaccinated with a booster.

A current vulnerable sector police criminal record check is required for this position