Job Description: Administrative Assistant

SUMMARY OF POSITION

The Administrative Assistant works in collaboration with the Operations Manager and Board of Directors to provide day to day administrative support, including but not limited to greeting community members, scheduling meetings, filing, assisting with events, correspondence and program/departmental initiatives, specifically grants and fundraising/communications initiatives.

This position reports to the Operations Manager and Board of Directors. They will work from a feminist, anti-oppressive, and trauma-informed perspective.

DUTIES AND RESPONSIBILITIES:

Administration:
Files documents, as requested by managers, based on filing standards and procedures.
- Creates and/or maintains schedules for managers upon request (e.g. drop-in, file reviews, vacation schedules etc.).
- Assists in the set up of meetings (may be required to take notes).
- Other administrative duties, responsibilities and projects as assigned.

Grants, Fundraising & Communications:
- Provides general support for fundraising and development initiatives.
- Assists with grant and prospect research.
- Assists with proposal writing.
- Supports the creation of fundraising related marketing and communications collateral, including, but not limited to, newsletters, slide decks, infographics, captions and website copy.
• Supports updates to Yarrow's social media platforms as required, including, but not limited to, Facebook, Instagram, Twitter, Shopify, Wix, Fundrazr, and Eventbrite.

Any other administrative duties as required by the organization to meet operational needs.

QUALIFICATIONS/REQUIRED SKILLS:
• Ability to work independently on projects, from conception to completion, and to multi-task and meet deadlines in a fast-paced environment.
• Must have a strong working knowledge and analysis of the issues impacting seniors in Chinatown and the DTES, including poverty, racism, and inequitable access to health care services and seniors' social services.
• Excellent interpersonal and communication skills, active listening skills, and ability to navigate difficult conversations.
• Candidate must work from strong feminist analysis and within an anti-oppression framework.
• Efficient organizational skills, including record keeping, scheduling, and problem-solving abilities.
• Demonstrated administrative skills, including report writing, and IT aptitude in Asana, Slack, and Google Suite.
• Experience with project planning, execution, and evaluation.
• Experience entering, editing and manipulating data in relevant information systems.
• Experience maintaining office supplies, including inventory, ordering and purchasing.
• Strong written and verbal communication skills.
• Commitment to promoting a culturally safe, anti-oppressive, and low-barrier learning environment.

To be eligible as per the Canada Summer Job 2023 requirements, the candidate must:
• Be between 15 and 30 years of age at the start of the employment;
• Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
• Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

HIRING DETAILS
Part Time Contract Position
• $27/hour for 15 hours/week (hours negotiable)
• Hybrid role: This is a hybrid position that involves a combination of remote and onsite shifts as required, with a minimum of 1 onsite shift per week.
• Duration: 12 weeks (duration negotiable)

To apply, please send your resume to the Board of Directors at board@yarrowsocieaty.ca by June 2nd 11:59PM PST.

Yarrow strives to create a workspace that reflects the diversity of identities and lived experiences we work alongside. We strongly encourage applicants with lived experience of structural inequity to apply, and in particular, those who are QTBIPOC (Queer, Trans, Black, Indigenous and People of Colour) & 少数民族 (non-Han ethnic minorities) & 臺灣原住民 (Indigenous peoples of Taiwan).