



## JOB POSTING

**Position Title:** Administrative Assistant Student  
**Type of Position:** June 25, 2018-August 20, 2018 –30 hours/week  
**Date Posted:** May 25, 2018  
**Immediate Supervisor:** Director of Operations  
**Wage:** \$14.00 /hour

*Interested and qualified applicants should submit a covering letter and a resume by 4:30 pm Thursday June 7, 2018.*

**Please submit your applications to:**  
**Nova Vita Domestic Violence Prevention Services**  
**Attention: Lynda Taylor**  
**59 North Park Street**  
**Brantford, ON N3R 4J8**  
**Fax: 519-752-0811**  
**Email: ltaylor@novavita.org**

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Nova Vita's Mission is to provide holistic client-centered residential and counselling services to abused and homeless women and their children and counselling services to the perpetrators of domestic violence in Brantford and Brant County.

### Job Description

#### Position Objective

Reporting to the Director of Operations, the Administrative Assistant Student will provide administrative support to the organization.

#### Qualifications/Job Requirements

- As this is a federally funded position, the successful applicant **must** have been a full-time student during the previous academic year, and intend to return to school full-time for the next academic year
- Must have completed at least one year of post-secondary education
- Clerical experience is preferred
- Must have a current police check

### **Skills and Competencies**

- Friendly, approachable and outgoing
- Excellent telephone manner
- Excellent verbal and written communication skills
- Proven strong organizational skills
- Demonstrated self-starter with a high level of energy and motivation
- Ability to work through complex issues independently
- Proficiency in Microsoft Office
- High standards of accuracy and attention to detail

### **Responsibilities**

- Clerical support to Administrative Team including Special Events
- Reception duties – answer telephone, reroute calls, greet visitors and clients
- Accept and process donations (cash and non-cash donations)
- Assist with contractors on site when needed
- Open, date, sort and route incoming mail
- Prepare and route courier packages
- Adhere to Nova Vita policies and procedures
- Ability to work with a variety of people in a variety of situations
- Represent Nova Vita in a professional and courteous manner
- Other duties as assigned

### **Application**

If you require accessibility accommodations during the recruitment process, please notify us to arrange reasonable and appropriate accommodation.

Nova Vita is an equal opportunity employer and strives to be reflective and inclusive of the communities we serve. We encourage individuals who identify as Indigenous, racialized, immigrant, LGBTQI+, or disAbleD to apply.

We appreciate your interest in this employment opportunity, however only those selected for an interview will be contacted.