



**NOVA VITA**  
Help • Hope • Heal

Nova Vita Domestic Violence Prevention Services  
59 North Park Street, Brantford, ON N3R 4J8  
519-752-1005 | info@novavita.org | novavita.org

## Employment Opportunity

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<b>Position:</b>	Administrative Assistant
<b>Department:</b>	Administration
<b>Reports to:</b>	Business Manager
<b>Employment Type:</b>	Temporary Full-Time – to March 31, 2025
<b>Hours of Work:</b>	30 hours per week, Monday-Friday
<b>Starting Wage:</b>	\$20.40
<b>Benefits Available:</b>	EAP
<b>Location:</b>	59 North Park St, Brantford, ON
<b>Start Date:</b>	As soon as possible
<b>Date Posted:</b>	July 5, 2024
<b>Closing Date to Apply:</b>	July 19, 2024 at 4pm

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### Job Summary

To provide administrative support to the administration team and IT support for the organization.

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### Qualifications

- High school diploma required
- Post-secondary degree or diploma in Business Administration or a related field or equivalent combination of education and experience is an asset
- 3 years' experience working as an Administrative Assistant preferred
- Experience working in social service organizations is an asset Computer literacy is essential
- Successful police vulnerable sector check
- Valid driver's licence, insurance, and access to vehicle
- Good understanding of domestic violence, gender-based violence and homelessness issues
- Verification of COVID-19 vaccination;
- Ability to lift and carry up to 30lbs.

### Knowledge, Skills and Abilities

- Knowledge of Nova Vita programs and services
- Excellent organizational skills and attention to detail
- Excellent communication skills, both verbal and written
- Excellent interpersonal, professional, and time management skills
- Ability to multi-task, prioritize, and problem solve in a fast paced work environment
- Working knowledge of the Brantford/ Brant County Community
- Ability to have a flexible work schedule

- Ability to troubleshoot IT issues and coordinate the resolution

#### **Duties and Responsibilities**

- Provide clerical support to the administrative team including filing, organizing, minute taking, transcribing, scanning, photocopying
- Answer the business phone and redirecting calls
- Welcome visitors and accompany through the building when necessary
- Accept and process monetary and non-monetary donations
- Prepare, coordinate, and process courier packages
- Assist in tracking technology inventory, including cell phones, computers, lap tops, etc.
- Assist in updating and maintaining computer software, server systems, phone systems, internet, etc. and troubleshoot when necessary
- Assist staff with IT issues, i.e. working remotely
- Train new staff on technical equipment and applications needed to perform their job duties
- Assist with special events as required
- Perform other duties as assigned

#### **Accountabilities**

- Adhere to a strict policy of confidentiality
  - Regular and punctual attendance for work and meetings
  - Adhere to agency policies and procedures at all times
  - Maintain health and safety requirements at all times, including COVID-19 prevention protocols
  - Keep I.T. equipment and licensing requirements up-to-date
  - Work cooperatively with all staff, volunteers and members of the community at large to serve the best interests of the agency
  - Maintain a professional image at all times
  - Regularly report to the Business Manager and Executive Director
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#### **Application**

If you require accessibility accommodations during the recruitment process, please notify us to arrange appropriate accommodations. 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, 2SLGBTQIA+, or disAbleD to apply.

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

Interested and qualified applicants should submit their resume and cover letter by **July 19, 2024 at 4:00 pm**, to:

**Human Resources**  
Nova Vita Domestic Violence Prevention Services  
**Email:** HR@novavita.org  
**Email Subject:** Administrative Assistant