



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

Position:	Administrative Assistant
Department:	Administration
Reports to:	Business Manager
Employment Type:	Permanent Full-Time
Hours of Work:	37.5 hours per week, Monday-Friday
Starting Wage:	\$20.40
Benefits Available:	Health, EAP, RRSP, Sick Days, Personal Days
Location:	59 North Park St, Brantford, ON
Start Date:	As soon as possible
Date Posted:	August 20, 2024
Closing Date to Apply:	September 3, 2024

Job Summary

To provide administrative support to the Administration and Leadership teams and to coordinate IT support for the organization.

Qualifications

- Post-secondary degree or diploma in Business Administration or a related field or equivalent combination of education and experience
- 3 years' experience working as an Administrative Assistant preferred
- Computer literacy is essential
- Experience with Accounts Payable and Payroll Processing is an asset
- Experience working in social service organizations is an asset
- Good understanding of domestic violence, gender-based violence and homelessness issues
- Successful police vulnerable sector check
- Valid driver's licence, insurance, and own vehicle
- 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 and Leadership teams including filing, organizing, minute taking, transcribing, scanning, photocopying
- Answer the business phone when necessary
- Welcome visitors and accompany through the building when necessary
- Accept and process monetary and non-monetary donations
- Prepare, coordinate, and process courier packages
- Assist with the preparation of account payables, obtaining approvals and filing documents
- Assist with the bi-weekly processing of Payroll
- Assist with HR related tasks such as job postings, scheduling interviews and completing pre-employment reference checks
- Prepare cash and cheque deposits for processing
- Maintain petty cash and replenish as necessary
- Maintain technology inventory, including cell phones, computers, lap tops, etc.
- Update and maintain computer software, server systems, phone systems, internet, etc. and troubleshoot when necessary
- Assist staff with IT issues, i.e. working remotely
- Maintain subscriptions and credentials for the organization
- Assist in onboarding staff on technical equipment and applications as needed
- 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

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 **Tuesday, September 3, 2024 at 4:00 pm, to:**

Email: HR@novavita.org

Email Subject: Administrative Assistant

Attention: Joanna Skinner, Finance-HR Administrator