

Job Ad

Pictou County Women's Resource Centre & Sexual Assault Centre (PCWRSAC)

Summer Student Term Employment Opportunity: Administrative Assistant

Are you a student interested in using your experience, initiative and knowledge to support PCWRSAC mission and mandate, empowering women to build on their resilience and be empowered to achieve positive futures?

PCWRSAC is looking for a skilled summer student to join our team as a term Administrative Assistant.

PCWRSAC is the oldest women's centre in Nova Scotia. Our open-door policy leads to early intervention and meeting women where they are at on their journey. Our Centre also provides spaces for recreational programming for all women. We are the administrators and lead service providers of MORPH (Mapping our Road to Power and Healing Sexual Violence Intervention and Prevention) More about PCWRSAC can be found at www.womenscentre.ca and at www.morphpictoucounty.ca

PCWRSAC is committed to diversity and inclusivity and welcomes all candidates.

The Administrative Assistance will report directly to PCWRSAC and undertake the following:

- Administrative Support:
 - Provides administrative support to assist Executive Director applying effective time management and task follow up.
 - Prepares correspondence, social media and reports from written or verbal instructions.
 - Answers, screens and responds to calls, emails, texts offering a listening ear and referring within PCWRSAC for direct services.
 - Attends Staff Meeting, taking notes, keeping agenda, and compiles follow up actions
 - Compiles Statistics and other information.
 - Familiarizes people with our services
 - Keeps Joanne Kahout Memorial Library update to date
 - Clerical work including photocopying and ordering supplies
 - Carries out administrative tasks relevant to programs held at PCWRSAC including booking space, scheduling appointments, taking registrations, completing COVID-19 screening, event planning and compiling evaluations.
- Communication
 - Work collaboratively with team to keep PCWRSAC and MORPH (Mapping our Road to Power and Healing Initiative) social media, websites and communications up to date
 - Developing advertisements and press releases
 - Preparing social media campaigns

- General
 - Maintaining conditions of confidentiality
 - Carrying out all duties in a friendly, non-judgmental, women-centered approach
 - Abide by COVID-19 restrictions including cleaning responsibilities.
 - Assist with the maintaining of PCWRSAC space both indoor and outdoor space including gardening.
 - Work within and abide by PCWRSAC policies and procedures
 - Position is an 8-week term at 32 hours a week, hourly rate \$13.10 per hour.
 - Must have strong awareness of community resources
 - Must have strong verbal and written communication skills and technical computer skills.
 - Must be able to work independently and within a team in an office environment.
 - Must have own reliable transportation
 - Must have a police record check and child abuse registration check both in good standing
 - Must have experience conducting research, navigation and report writing
 - Must be a student as defined by Canada Summer Jobs funding

If you are interested, please apply by email to info@womenscentre.ca as soon as you can, but no later than May 13th.

Job Type: Canada Summer Student

Rate of Pay: \$13.10 per hour, 32 hours per week, 8-week term starting May 31, 2021.