



Employment Opportunity

Position Title: Administrative Assistant	Position Number: 2018-140
Department: Children’s Programs & Counselling Services Work Site: 9860 Third Street, Sidney	Days/Hours of Work: Tuesday – Friday, 16 hrs per week Status: Casual
Remuneration: To commensurate with qualifications and experience Start Date: As soon as possible	Posting Period: Until filled Union: Exempt

JOB SUMMARY:

BCS is an award-winning and accredited not-for-profit that assists people and improves lives through a range of programs and services, including helping to keep children, youth and families healthy, strong and connected. Children’s Programs and Counselling Services offers support to families and individuals through a variety of programs and resources. We offer programs such as Food Literacy, Child Care, Early years Centre, Adult, Youth, Child and Family Counselling, Parenting Programs, Homelessness Prevention, Out of the Rain Youth Shelter and so much more. Beacon has a competitive salary, comprehensive benefits package and a rewarding, stimulating work environment.

Reporting to the Director of Children’s Programs and Counselling Services, the Administrative Assistant joins a multi-faceted team working in accordance with the mission, vision and values of Beacon Community Services that make a difference in people’s lives every day. The Administrative Assistant organizes and provides confidential administrative support. Duties include coordinating the work flow between the various programs that come under the Director of Children’s Programs and Counselling Services and is responsible for preparing and generating a variety of documents & reports, developing and maintaining file systems, arranging meetings, developing and maintaining databases around various areas, responding to funding opportunities, answering telephones and handling routine inquiries.

DUTIES AND RESPONSIBILITIES:

Office Admin Assistance Support & Knowledge

- Provide data collection and reports as required and outlined by department contract agreements
- Assist with department personnel files and record keeping as required
- Liaise and assist with record keeping in support of BCS safety standards and accreditation record requirements
- Attend to Job postings and status change forms

Accounting Support to Programs and staff

- Account reconciliations include but are not limited to: accountability for Credit card calculations, Petty cash, Smile cards, Beacon Thrift Store Vouchers, and Bus tickets
- Payment is processed and approved by Director using appropriate program codes.
- Responsible for financial reconciliation of cash and expenditures
- Assist team members who use petty cash and other financials with reconciliations

Invoices/Cheque requisitions/Department Expense Statements

- Liaise with Department and BCS finance team to ensure that all invoices for the department are received and processed in a timely fashion.
- Stay current with new procedures from Beacon Finance Department
- Follow up with department staff as required
- Ensure all items that require approval are brought to Directors attention in a timely fashion.
- Maintain copies of all invoices submitted to Finance Department

Special Projects

- Assist the Director on special projects as may be required from time-to-time
- Co-ordinates events and materials as required

Director Support

- Under supervision of the Director, prepares monthly agendas for Children's Programs and Counselling Services Department team meeting, and prepares and distributes team meeting minutes
- Assists on an as-needed basis with Payworks on-line payroll system including the set up and completion of time-sheets, submission of time-off requests and review of completed time-sheets by Children's Programs & Counselling Services team members.
- Assist with grant applications and research as required.
- Assist with securing and maintaining current resource list of contacts and linkage for clients as required.
- Attends and participates in team meetings as required
- Provides vacation relief or coverage as appropriate for other team members as required
- Perform other duties as required.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Proven Related Administrative Assistance and research experience
- Completion of recognized appropriate post-secondary education or compilation of experience and education
- Desire to work in the social sector field
- WHMIS Certification (to be renewed annually)
- First Aid Certification (preferred)
- Proficiency with operating a variety of office equipment and software packages including Windows 10
- Clear Police Criminal Record Check

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent computer skills and experience, including internet familiarity
- Facility and adaptability to use computer software including MS Office
- Ability to prioritize
- Maintain Confidentiality
- Ability to work independently with initiative and good judgment
- Ability to remain positive while adjusting to changing priorities
- Excellent communication skills, with a focus on listening and comprehension & conflict resolution
- Good organizational skills

- Ability to assess priorities when dealing with the work-related needs of other team members
- Initiative
- Sound judgment
- Solution orientated
- Focused on results and task completion
- Cooperative and a team player

WE LIVE SAFETY!

The safety of our clients, staff and volunteers is a priority of Beacon Community Services. We promote healthy and safe working conditions in all of our operations. We are committed to continuously improving safety and *it is essential to this position*. We further support safety through the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees.

APPLICATIONS:

All interested applicants can [Apply Now!](#) quoting the position vacancy number 2018-140. Please note only those applicants who are selected to continue in the recruitment process will be contacted.