



Administrative Assistant Six Month Part-Time, Onsite, Guelph

Mission Statement

Using food, Fanjoy Culinary + Wellness Centre is cooking up change providing educational programs, culinary counselling and life skills training to transitional aged youth 14-29 yrs and their families. We aim to reduce the negative impact of social isolation, poverty and food insecurity across the lifespan.

Job Description

Are you looking for an admin assistant role with purpose? As an innovative and driven administrative assistant you will report directly to Chef Pam Fanjoy and play a key role in ensuring daily operations in our office run efficiently. Your outstanding time and resource management skills will allow you to adapt scheduling and workforce assignments to meet challenging deadlines with a meticulous attention to detail within this dynamic organization. This position is part-time, on-site in Guelph 9-1 three days a week.

Primary responsibilities and duties

- Manages CVO's calendar, handling all scheduling of appointments/public speaking events and travel, while ensuring all appropriate information is provided.
- Oversee program registrations and serve as central point of contact for our customer service and to ensure all required documents, payments and scheduling is completed
- Coordinate acquisitions, repairs, inspections and maintenance for both office and facility equipment, including procurement of all supplies and required services
- Track all grant processes and maintain annual certifications/ memberships ensuring 100% compliance
- Liaise with community partners, clients, vendors and suppliers while upholding all brand standards of professionalism

- Responsible for all administrative support, document control, coordination, client files and filing
- Attend monthly NFP BOD meetings and maintain minutes, liaison with BOD members
- other administrative duties as needed

Competencies and Specific Skills

- Advanced experience working with a variety of software including Microsoft Office and G Suite for both Mac and PC, proficient in preparing presentations, reports and analyzing data
- Highly developed customer service and interpersonal skills with the ability to communicate effectively, both orally and in writing
- Excellent time management and organizational skills, strong ability to prioritize, problem solve and meet deadlines with an attention to detail
- Ability to exercise a high level of discretion and confidentiality in dealing with sensitive information
- Must be resourceful, adaptable, and demonstrate a high level of initiative

Required Qualifications

- Community College Diploma in Business studies or related field or equivalent combination of experience and education
- Minimum (3) years progressive administrative assistant experience in a fast paced environment
- Proficient in using Mac and PC operating systems (Microsoft Office Word, Excel, Powerpoint, G-suite)
- Drivers license is a requirement

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