

# Administrative Assistant (Summer Student)

## JOB DESCRIPTION



**Reports to:** Executive Director & Management

**Salary Range:** \$21.95 per hour

**Work week:** 35hrs per week Monday-Thursday

**Position:** Temporary, Full-Time (April-August 2025)

### Job Summary:

The Administrative Assistant (Summer Student) plays a critical role in supporting the operational efficiency of ACCFutures. The role involves assisting with key administrative tasks to ensure smooth daily operations, such as organizing documents, managing records, supporting client and stakeholder interactions, and assisting with project coordination. The position is designed to fill in administrative gaps, allowing the organization to deliver services more effectively and maintain a high level of operational excellence.

### Core Competencies:

- Customer Service Excellence
- Confidentiality & Discretion
- Time Management
- Team Collaboration
- Clear Communication (Written & Verbal)
- Active Listening
- Planning & Organization
- Attention to Detail
- Proficiency in Software Applications (e.g., Microsoft Office, CRM Systems)
- Data Entry & Management
- Problem Solving & Initiative
- Adaptability in a Dynamic Environment

### Responsibilities:

#### Document Preparation & Organization:

Assist with preparing, formatting, and organizing various documents such as reports, presentations, meeting agendas, and minutes. Maintain accurate records and filing systems.



#### Client & Stakeholder Interaction:

Provide reception support by answering phone calls, emails, and in-person inquiries. Offer timely information to internal clients, stakeholders, and the public while maintaining professionalism and a client-focused approach.

#### File Management & Archiving:

Support with organizing both digital and physical files, ensuring that documents are archived or disposed of according to established protocols. Assist with archiving tasks, ensuring the integrity and security of records.

#### Data Entry & Information Management:

Collect, input, and review data for accuracy. Assist with maintaining and updating records in the organization's Customer Relationship Management (CRM) system. Ensure all data complies with organizational standards.

#### Event & Meeting Coordination:

Assist in organizing and coordinating internal and external meetings and events, including scheduling, preparing materials, and ensuring smooth logistical support (e.g., virtual meeting setups, venue coordination).

#### Operational Support:

Work with the Executive Director and management team to monitor administrative processes, ensuring efficiency and the effective use of resources. Identify and suggest improvements for operational processes where needed.

#### Basic Financial Administration:

Provide support in basic financial tasks, including data entry, assisting with the preparation of reports for the bookkeepers and auditors, and helping to track operational expenditures.

#### Social Media & External Communications Support:

Assist with scheduling social media posts, drafting newsletters, and maintaining consistent communication with external partners. Ensure communications align with the organization's messaging and are timely.

#### Project Coordination Assistance:

Support project-related tasks, including tracking project deadlines, assisting with reporting, and ensuring deliverables are met on time. Help with documentation related to strategic projects and maintain accurate records for ongoing initiatives.

#### Internal Reporting & Documentation:

Assist with gathering data for internal reports, preparing status updates, and helping maintain corporate governance documents, such as meeting minutes, board reports, and internal communications.



## Requirements:

Candidates must meet the following criteria to be eligible:

- **Student Status:** Must be enrolled in a secondary or post-secondary institution (or plan to return for the fall semester) or have graduated within the past six months.
- **Age:** Must be between the ages of 15 and 30.
- **Residency:** Must be a resident of Ontario during the term of employment.
- **Work Status:** Must be legally entitled to work in Canada and provide a valid Social Insurance Number (SIN).