

## **WOMEN IN CRISIS (ALGOMA) INC.**

Invites applications for one (1) position of:

### **Administrative and Marketing Assistant – Full Time**

#### **Major Objective:**

To provide clerical, reception and administrative support for the Shelter Directors. To oversee, create and implement all designs and promotional materials. Oversee the agency's social media presence, maintain the website and organize ways to expand community awareness and engagement. Plan and oversee all aspects of awareness/fundraising events hosted by the agency.

#### **DUTIES AND RESPONSIBILITIES:**

##### **General**

- Knowledge and understanding of the organization's purpose, goals and objectives
- An understanding of the effects of violence against women and children
- Work from a feminist perspective
- Work from a position of mutual respect for all at Women In Crisis
- Knowledge of basic bookkeeping process and maintain a computerized system
- Maintain good working relationships with all staff and particularly with the Shelter Directors
- Maintain confidentiality of client and organization's information
- Have full knowledge and understanding of application of Health and Safety Policies and Procedures
- Have knowledge of WSIB claims/reporting procedures
- Have knowledge of Ministry budget reporting requirements
- Maintain efficient filing systems electronically and manually
- Provide support to the Financial Administrator and Administrative Assistant as required
- Sit on the Community Engagement Committee

##### **Accountability**

- Work closely with the Director of Community Relations & Finance and the Director of Programs and Staff to ensure transparent and timely flow of information
- Perform other duties deemed appropriate and assigned by the Director of Community Relations & Finance and the Director of Programs and Staff

##### **Administrative Support/Office Administration**

- Respond to all incoming calls and visitors; direct to appropriate staff member as required
- Respond to inquiries by clients about other programs and services offered
- Provide administrative support for Shelter Directors
- Prepare staff meeting agenda and minutes in absence of the Administrative Assistant
- Provide support to all programs in the absence of the Administrative Assistant as required or requested by Shelter Directors
- Provide support to the Board of Directors in the absence of the Financial Administrator as required or requested by Shelter Directors

##### **Statistical Reporting**

- Collate daily and monthly statistics for programs as needed

- Prepare quarter and year end statistics for reporting to: Ministry of Children, Community and Social Services (MCCSS), and Ministry of Health/Local Health Integrated Network (MOH/LHIN) and provide administrative support for final submissions
- Provide annual updates to Connex Ontario Health Services regarding the MOHLTC/LHIN Sexual Assault/Abuse program as requested

### **IT Support**

- Work in collaboration with the Financial Administrator and the Administrative Assistant in troubleshooting and communications

### **Social Media/Marketing**

- Lead for all communication via social media and/or website
- Responsible to keep social media and web messages current, relevant and consistent
- Responsible for design, creation and purchasing of all promotional/marketing material

### **Awareness Events/Fundraisers**

- Lead coordinator for all current and new awareness events for Women In Crisis and/or special projects as requested by Shelter Directors
- Provide support to the Financial Administrator for Annual Meetings
- Responsible to assist SAC Counsellors with the planning and preparation for International Women's Day, 16 Days of Activism and December 6<sup>th</sup> Memorial Day

### **SKILLS AND QUALIFICATIONS:**

The candidate for the position of Administrative and Marketing Assistant will have a diploma in office administration or a combination of experience and education from a recognized learning institution, a solid knowledge of social media and marketing, and proven skills in:

- Exhibits computer proficiency (Windows and Mac OS) using Microsoft Office Suite and/or M365 including Word, Power Point, Outlook and Excel
- Demonstrates general knowledge of website design and maintenance
- Knowledgeable and experienced with social media
- Familiar with programs such as Adobe and Canva
- Excellent communications skills including verbal, written and voice tone
- Excellent organizational and time management skills
- Ability to work independently and as a team
- Ability to organize and prioritize multiple tasks and work in a fast-paced environment
- Behave appropriately respecting confidentiality and boundaries
- Possesses knowledge of effective marketing strategies
- Detail-oriented
- Capable of thinking creatively and analytically
- Manages time efficiently
- Ability to react calmly and logically in a crisis situation

**Hours of Work:** 37.5 hours per week with a flex-time and flexible schedule (pre-approved), to accommodate meetings during the evenings and to meet timelines of special projects. Generally, hours of work are: 8:30am to 5:00pm, Monday to Friday with one hour unpaid for lunch each day.

There is a pension and benefit package with this position.

Please forward your resume and cover letter, to the attention of:

**Norma Elliott, Director of Community Relations and Finance  
Women In Crisis (Algoma) Inc.  
23 Oakland Avenue  
Sault Ste. Marie, ON P6A 2T2  
Fax: (705) 759-3239  
Email: [boardadmin@wicalgoma.com](mailto:boardadmin@wicalgoma.com)**

A detailed job description is available at the above noted address. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

The closing date for applications is **Sunday, May 5<sup>th</sup>, 2024.**