

**JOB REQ.#:** 2019-QCIC-043

**POSTING TITLE:** Administrative Assistant - Youth Services, Centre for Education and Training

**HIRING DEPARTMENT:** Youth and Specialized Programs

**TERMS OF EMPLOYMENT:** Casual

**REPORTING TO:** Coordinator, Employment Services

**LOCATION:** Mississauga - 50 Burnhamthorpe Road West

**START DATE:** June 24, 2019

**END DATE:** August 26, 2019

**SALARY:** 14.56 - 15.14, Hourly + 4% Vacation

**LENGTH OF (CONTRACT)** 9 weeks

**BENEFITS:** No

**NO OF POSITIONS:** 1

<b>SUMMARY:</b>	Working as part of the project team, the Admin/Liaison person will work to assist with a variety of different youth projects and the skills necessary to be successful as an Admin/Liaison.
<b>DUTIES &amp; RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Answer incoming calls, take messages and forward them appropriately</li> <li>• Organize file appointments on behalf of the Coordinator utilizing a database</li> <li>• Track and enter information on participants into client database for follow up statistics</li> <li>• Provide administrative duties including photocopying of materials and other resources for participants use, mailing and filing of documents</li> <li>• Support the marketing and outreach efforts of youth programs</li> <li>• Other administrative duties as assigned</li> </ul> <p>Initiate outreach, encourage and maintain public relations with the community</p> <ul style="list-style-type: none"> <li>• Network with community businesses and organizations to ensure information and resources are current</li> </ul>
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• Completed High School</li> <li>• At least one year work experience working in non-profit environment</li> <li>• Familiar with employment counselling</li> <li>• Computer skills and good with social media</li> <li>• Car or access to one is an asset</li> <li>• Able to multi- task</li> <li>• Pleasant Personality</li> </ul>
<b>OTHER DETAILS:</b>	<p>Thank you in advance for your interest. Only those candidates selected for interviews will be contacted.</p> <p><b>OUR AODA COMMITMENT:</b> The Centre for Education &amp; Training (TCET) is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, TCET will endeavour to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the hiring supervisor upon scheduling your interview.</p>