



Employment Opportunity

The Newfoundland & Labrador Housing & Homelessness Network (NLHHN) is a group of provincial Community Advisory Boards (CABs) and community-based service providers who are committed to work creatively and collaboratively on issues related to housing & homelessness.

The NLHHN currently has an opening for a temporary part-time Administrative Assistant. The position is for 25 hours per week (Monday to Friday from 9:30am – 2:30pm), with the possibility of some flexibility in the hours of employment. The position is tentatively scheduled to begin on Monday November 30, 2020 and will end on March 31, 2021. There is a possibility that the position may be extended.

Job Summary:

Under the direction of the NLHHN's Executive Director, the Administration Assistant will perform general secretarial and clerical duties by ensuring efficient, smooth operation of the organization; provide reception duties and ensure that all individuals contacting the Network are greeted in a polite, helpful, and courteous manner.

Duties & Responsibilities:

Service Responsibilities

- Perform secretarial and clerical duties such as – keyboarding, filing, photocopying, faxing, and taking messages.
- Provide reception duties by receiving all in-coming telephone calls and directing call appropriately.
- Maintaining filing system and ensuring the security and confidentiality of files and information.
- Receipt and distribution of incoming mail and preparation of out-going mail
- Ensuring bookings for the Learning Centre are kept updated and that the appropriate persons are advised of any changes.
- Assisting in the scheduling and planning of training, meetings, conferences, and travel.
- Maintaining office supply stock
- Performing outside errands on behalf of the organization

Organizational Responsibilities

As a representative of the Newfoundland Labrador Housing & Homelessness Network, the Employee is responsible for:

- Acting in accordance with relevant legislation and agency policies, standards, and procedures.
- Developing and maintaining respectful, cooperative working relationships to contribute to the delivery of services from the NLHHN.
- Understanding his/her role and responsibility in maintaining a safe workplace and reducing workplace injuries.
- Ensuring accuracy, confidentiality, and safekeeping of the Network's records.

Qualifications

Education

- A secondary school diploma and /or a minimum one-year Office Administration General Certificate is required. A two-year Office Administration Diploma is preferred.

Work Experience:

- Two or more years experience in secretarial/and or reception duties, preferably within the non-profit sector.
- Experience with marginalized individuals would be an asset
- Candidates without the specific education qualifications and where the position does not require certified qualifications to practice, but who possess an appropriate combination of experience and other academic qualifications will also be considered.

Skills/Abilities:

- Competence in keyboarding, filing and office processing software.
- Ability to collaborate with other persons and facilitate planning and action.
- Ability to work as an integral member of a team and work with little or no supervision may be required.
- Ability to follow direction and work effectively
- Good planning, organization, problem-solving, decision-making and liaison skills
- Good interpersonal, written, and oral communications
- Ability to maintain confidentiality.
- Ability to work within the policies, standards, procedures, and the vision, mission, and core values of the NLHHN.

Conditions of Employment:

- Certificate of Conduct shall be required.
- Signing of a confidentiality agreement
- Hours of employment may be flexible based on the operational needs of the organization.
- Must possess a valid driver's license, insurance and have access to a personal vehicle.

Note: This position description is not intended to be all inclusive. The successful candidate may perform other related duties as required to meet the ongoing needs of the organization.

The pay rate for this position \$16.00 per hour + 4% vacation pay.

While the NLHHN would like to thank all individuals who apply, only those selected for an interview shall be contacted.

Applications will be received up until 4:30pm Monday November 16, 2020

Please apply via:

Email: cyril@nlhhn.org

Fax: (709) 722-8335

Mail: NL Housing & Homelessness Network
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St. John's NL A1A 0N2