

Office Administrative Assistant

Terms: Part-time contract, September 26, 2022 to September 28, 2023, with possibility of extension

Pay rate: \$22/hour, plus 4% Vacation pay. Paid bi-weekly.

Schedule: 12 hours per week; possibility of additional hours

Supervision: Collective Staff Management Team



Parkdale Project Read (PPR) is an inclusive and culturally diverse community literacy program that provides access to learning from a social justice perspective. PPR offers free Literacy and Basic Skills Education and Academic Upgrading programs for English-speaking adults who want to learn to read and write, use basic math and/or computer skills, in order to gain more confidence and become more active in their communities.

A Collective Staff Management Team is responsible for daily operations and share in the decision-making process. We are seeking a highly proficient candidate able to assist the staff team with office administration duties.

Key Responsibilities include:

- Support with data entry including tracking revenue and expenses
- Coordinate office supplies purchases
- Coordinate bill payments and communications with Service Providers
- Make bank deposits and payments, as required
- Coordinate cheque processing, in collaboration with our Bookkeeper
- Coordinate timesheet submissions and payroll processes, in collaboration with our Bookkeeper
- Prepare and coordinate fundraising appeal for annual Direct Mail campaign
- Coordinate annual online giving campaigns (eg. Giving Tuesday)
- Prepare charitable tax receipts and maintain Excel tracking sheet of donors
- Assist with other administrative tasks, as required

We are seeking a candidate with:

- Experience working with community-based programs and/or an understanding of an anti-oppression and social justice framework

- Solid organizational skills and an eye for detail
- Advanced computer skills including proficiency with Excel, Word and Mail Merge
- Demonstrated ability using collaborative apps including Dropbox, Google Docs, Drive, and Spreadsheets, Zoom, etc.
- Excellent problem-solving skills and ability to troubleshoot technical issues
- Ability to work independently, with minimal supervision, and participate fully at staff meetings as part of a collaborative team

COVID-19 Notice

Due to the COVID-19 pandemic, PPR's in-person programs are currently on hold. We continue to support learners via weekly online groups and other remote learning opportunities. We will conduct the hiring process in accordance with municipal and provincial health and safety directives that may include physical distancing and/or interviews via video conference. The role of Office Administrative Assistant will involve onsite work and remote work.

Parkdale Project Read aims to foster a workplace that reflects the diversity of the community we serve. As an equal opportunity employer, we strongly encourage members of equity-seeking groups to apply.

Please submit your application (Resume and Cover Letter in one document) to the **Hiring Committee** by email only and quote: "**Office Administrative Assistant**" in the subject line.

Email: [hiring@parkdaleprojectread.org](mailto: hiring@parkdaleprojectread.org)

Deadline to apply: **September 9, 2022 at 6:00 PM (EST)**

Due to the number of applications we receive, we can only contact those selected for an interview.