



## Office & Communications Support Worker

*This position is subsidized by Canada Summer Jobs*

(Full-time, contract: July to August 2022)

*Interval House of Ottawa is committed to building a diverse workplace. We encourage candidates to self-identify as members of equity deserving groups such as members of the BIPOC community, 2SLGBTQ+ community and/or people with disabilities. Please let us know if you require accommodation(s) at any stage of the application process.*

*Interval House of Ottawa is a 38-bed emergency home for those fleeing VAW/GBV and their dependents, and is the only shelter in Ottawa that provides on-site housing for their pets.*

### POSITION SUMMARY

Under the supervision of the Executive Director and participating as part of a team, the Office & Communications Support Worker is responsible for the development and implementation of office programs and procedures for Interval House of Ottawa in compliance with agency policies and procedures and in accordance with the IHO mission, vision, core values, and the needs of diverse communities.

### KEY RESPONSIBILITIES & DUTIES

- Prepare, key in, edit and proofread correspondence, presentations, brochures, publications, reports, and related material from electronic and handwritten copy
- Answer the business telephone and email inquiries and relay telephone calls and messages
- Set up and maintain manual and electronic filing systems
- Prepare agendas and make arrangements for meetings of the Executive Director, committees, the Board of Directors, and others including staff meetings
- Take and distribute minutes of staff meetings
- Coordinate and plan for all office services and inventory including equipment, supplies and forms
- Assist the Executive Director and Board of Directors with the planning of the Annual General Meeting
- Compile monthly donation-related data, statistics and other information
- Receive and key in donation information to the donor database software
- Assist with fundraising activities including fundraising mail outs, the bi-annual newsletter, and community events and initiatives
- Work collaboratively with team members to ensure good functioning of all office equipment and processes

### EDUCATION & EXPERIENCE

- Post-secondary education, preferably in an administrative field
- Proven organizational skills
- Proven ability to work independently, and within a team approach

- Strong communication skills
- Multitasking abilities
- Knowledge of Violence Against Women/Gender-Based Violence issues an asset
- Advanced computer skills, including demonstrated proficiency in fundraising/donor software and Microsoft Office (specifically Excel, Word, PowerPoint and Publisher)
- Ability to perform mail merges in Microsoft Word
- Previous experience with Abila Fundraising 50 an asset
- Demonstrated proficiency in basic hardware and software troubleshooting
- Advanced knowledge of internet navigation systems
- Familiarity with WordPress and internet publishing
- High level of attention to detail
- Ability to communicate fluently in spoken and written English. Ability to communicate in other languages is an asset

#### **OTHER REQUIREMENTS**

- As a condition of employment, all employees must have and provide proof of full COVID-19 immunization. Where a person is unable to vaccinate for human rights protected reasons, an accommodation may be provided
- **Note: To be eligible for this position, the selected candidate must be between the ages of 15 and 30 at the start of employment.**

#### **COMPENSATION & HOURS**

- **\$18.00 per hour**, plus 4% paid in lieu of vacation
- Primary hours of work are Monday-Friday days, with occasional evening and weekend work
- 35 hours per week

Please submit your resume and cover letter by 11:59 pm on **May 11, 2022**. Applications are only accepted via Charity Village. Only candidates selected for an interview will be contacted.