



ADMINISTRATIVE ASSISTANT/EDUCATION COORDINATOR	APPLY TO INFO@VOICEFOUND.CA
HELP!! Are you super organized? Proactive? Able to prioritize and strive for excellence in customer service? Bilingual? We need a person (or two) to provide assistance to our team of staff and volunteers.	
Time commitment: We have a need for someone (or two – we can split this job up) to jump in and help out 1 - 2 days a week. You can choose ½ days, work from home or in our office.	
Duties and Responsibilities include: <ul style="list-style-type: none">• Assisting with miscellaneous administrative and office related tasks as required e.g. correspondence, database updates• Scheduling and maintaining education sessions and calendar• Inputting data specific to training sessions• Managing workshop email and responding to education volunteers• Typing correspondence and memos;• Ensuring website information is accurate and up to date• Perform other related duties and special projects as requested.• Maintain confidentiality about information learned on the job.• Understand or possess the ability to learn the department policies and procedures.• Accurately prepare, proof read and edit correspondence, reports and other documents.• Prepare statistical information as requested.• Must be able to work independently	
The position requires the following qualifications: <ul style="list-style-type: none">• Superior organizational skills• Good knowledge of MS Word and basic html would be an asset• Willingness to learn new software programs• Ability to handle confidential paperwork and communications in a proper manner;• High attention to detail;• Self-motivated, proactive, and capable of performing well in a fast-paced, high-energy environment;• Ability to work with minimal supervision;	
Personal qualities <ul style="list-style-type: none">• empathy, compassion and a non-judgemental approach with people• reliability and punctuality• flexibility and adaptability to emergency situations• Friendly and professional approach	
Position Requirements: <ul style="list-style-type: none">• respect and comply with the organizations policies, procedures, codes of conduct and ethics.• Volunteers will abide by an oath of confidentiality related to client information.• Commit to one day per week• Access to a personal computer and phone to work from home if/when required• Bilingual preferred	