

The Scott Mission

Oct 12-18, 2021

Position: Office Assistant (CEO)
Status: Full Time (37.5 hours)

Department: Executive Office
Work Location: 502 Spadina Ave

POSITION SUMMARY:

The Office Assistant will be based in 502 Spadina and reporting directly to the Chief Executive Officer. The Office Assistant will play an integral role in providing day-to-day administrative support to the CEO.

Duties & Responsibilities:

- Manage time, resources, work flow and deadlines of the CEO; maximize efficiency and time
- Liaise between CEO and various internal and external constituents
- Draft, edit, and/or proof correspondence and maintain a bring forward system
- Organize and coordinate schedules, meetings, and conference calls
- Attend and document minutes and actions at various meetings
- Make travel arrangements and process invoices
- Organize and attend offsite meetings
- Other duties as assigned

Qualifications:

- Minimum two years of experience in not-for-profit environments
- Experience with scheduling and maintaining calendars
- Excellent written and verbal communication skills
- Strong customer service orientation
- Excellent knowledge of Microsoft Office products: Word, Excel, Outlook and Power Point
- Strong organizational skills with ability to manage multiple tasks and conflicting deadlines
- Ability to maintain confidential and sensitive information with diplomacy
- Membership in a Christian church, a clear commitment to live out your faith, and agreement with the Statement of Faith of The Scott Mission

A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements. Interested applicants are invited to send a resume with cover letter to: careers@scottmission.com

The Scott Mission welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Employment is conditional to results of Police Reference Check and satisfactory reference.