

Job Description

Barrhead and District FCSS Society, Box 4616, Barrhead, AB, T7N 1A5

Position: Administration Assistant

Days Scheduled to Work	Monday – Friday
Hours of Work	8:30 a.m. – 4:30 p.m.
Location/s of Work (if away from FCSS building)	
Qualifications Needed	<ul style="list-style-type: none">• Post-secondary education in the secretarial arts field or related experience in secretarial background;• This is a multi-tasked position requiring the ability to be flexible and to deal calmly and efficiently with numerous tasks at once; good time-management skills a must;• Requires the ability to effectively job-share, i.e. to ensure the smooth weekly transition from one partner’s shift to the other. Requires the ability to initiate procedures, etc. and to ensure that other partner is kept aware of these and other procedures/tasks accomplished during a shift.• Personable with strong communication skills including ability to communicate well and tactfully with various public, regardless of age, as well as with staff and Board;• Must possess ability to work alone without direct supervision as well as work effectively as a team member; respectful and empathetic of co-workers;• Good working knowledge of various computer programs (i.e. working knowledge of Word processing program(s), Excel, Access, and a publishing program a definite asset), internet, other office machines, as well as having effective telephone skills to manage busy multi-line system. Knowledge of technical operation and maintenance of computers would be an asset.
Skills Needed	<ul style="list-style-type: none">• Ability to electronically input and interpret data; to produce accurate output reports;• Basic bookkeeping skills required, i.e. debit/credit/balances procedures;• Ability to format correspondence, take and compile minutes of various meetings accurately;• Ability to delegate duties to and supervise summer students and other program short-term staff effectively.

<p>Daily Job Requirements</p>	<ul style="list-style-type: none"> • Keeping informed and updated on various programs offered by Director and Coordinators to be able to accurately disperse knowledge to public; • Checking email and distributing as needed; • Invoicing, receipting and keeping accurate debit/credit ledger of all incoming moneys for various programs, preparing deposits, dispersing and accounting of petty cash; other duties as they relate to finances; • Distribution of pay cheques and the mailing of all other cheques for accounts payable; • Responsible for maintenance of donations register, including signing of official receipts and timely recording of data relating to donations policy; • Ordering of postage, maintenance of meter, daily in-coming and out-going mail duties; • Operation and maintenance of other office equipment; • All other typing for Executive Director and Coordinators, Board Chairperson, e.g. typing of correspondence, meeting minutes, grant proposals, policies and procedures manual, by-laws, creating reports, media articles, advertising, reports and forms, brochures as needed; • Circulation of mail, information, and memos to staff and filing of such preparation and distribution of monthly time sheets/forms to staff; • Creation, maintenance and updating of central file system and other information such as policies, policy manual, inventory, on a regular basis; • Creation of weekly FCSS Focus article for newspaper, as well as creating information for other media as requested; • Doing research, acquiring information when requested, preparing for meetings, general office maintenance and light janitorial duties for office and reception area; • Preparation of weekly notes for secretarial partner • Any other duties as requested by Director and staff in order to maintain an orderly flow of the Agency.
<p>Monthly Job Requirements</p>	<ul style="list-style-type: none"> • Handling of monthly incoming revenue from and entering data for School Lunch Program; • Taking of and interpreting Board Minutes, with accurate typing and appropriate distribution of the Minutes to appropriate partners; • Preparation and delivery of Board Meeting Agenda packages to Board; Members, other duties as they pertain to the Board Meetings; preparing and keeping Board Member information/lists and assuring that relevant information is presented for members as requested by Executive Director; • Taking of and interpreting Board Minutes, with accurate typing and appropriate distribution of the Minutes to appropriate partners; • Ordering of any office supplies as required including coffee supplies and any other as requested; • Attending staff meetings to keep well informed; • Sending webmaster information for website;

	<ul style="list-style-type: none"> • Handling of monthly incoming revenue from and entering data for Home Support Program;
<p>Job Duties to be completed as required</p>	<ul style="list-style-type: none"> • Not directly involved with client support except through information and referral when required. Other direct services to clients are performed at request of Executive Director and other staff; • Participate actively in on-going strategies, planning and goal development process; • Advanced technical skills training as required on an on-going basis to provide effective support to Executive Director and staff; • Participate in personal development sessions and workshops as they may relate to the programs/services provided by FCSS and within FCSS budget guidelines; • Participate in FCSS Personal Development days or other similar programs; • Maintain professional, respectful working relationship with co-workers, board members, clients and other agency personnel; • Participate in FCSS programs offered, i.e. Santa's Toy Box, Food Bank activities e.g. Banker's Challenge, Volunteer Week, FCSS workshops, FCSS sponsored conferences and other activities as time allows; • Maintain organized clean office; • To keep Executive Director informed as to any problem areas, work load concerns and offer positive suggestions for structure changes in area of Administrative Assistant position.

<p>Additional Items to make note of</p>	<p>The position of Administrative Assistant is multi-dimensional, providing administrative support, back-up and assistance to the F.C.S.S Executive Director, to the Program Coordinators, and for the various programs offered. The Administrative Assistant provides a net-working central point to disperse information and services to coordinators, clients and community. The Administrative Assistant, under the guidance of the Executive Director, will work with the Director, Coordinators, Board and volunteers to provide a cohesive team working within the guidelines of the Mission Statement.</p>
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