

Organization: TNO - THE NEIGHBOURHOOD ORGANIZATION	Department: Newcomer Support Services
Program/Project: Welcoming Communities	Position Title: Administrative Assistant
Location and Hours of Work: TNO sites and offsite 35 hours per week	Position Type: Contract (6 months)
Expected Start date: ASAP	

TNO - THE NEIGHBOURHOOD ORGANIZATION (TNO, formerly *Thornccliffe Neighbourhood Office*) is a community-based multicultural, multi-service agency, which offers a broad range of programs to serve Thornccliffe Park, Flemington Park, and the surrounding communities through strengthening the quality of individual and community life.

TNO is actively searching for one (1) Administrative Assistant to join the Settlement Team.

Program Summary:

The Welcoming Communities Program Stream-Community Connections provides services that facilitate social, economic and civic integrations of newcomers into the community and the society at large. Services provided include needs assessment, service planning, information and referrals, reception and orientation, translation, interpretation and introduction to community resources.

Position Summary:

The Administrative Assistant will provide administrative support to the Program Manager and team members. This will include helping coordinate meetings and calendars, compiling data to prepare documents or presentations, meeting minute-taking and distribution, scheduling appointments and drafting both internal and external correspondence. The Administrative Assistant is also required to maintain confidentiality and professionally interact with employees, management and the public. Other duties shall be assigned as necessary, while supporting and actively engaging in TNO's community development principles and initiatives.

Main Tasks & Responsibilities:

- Provide administrative support to Program Manager and/or all members of the team, as directed.
- Create, organize, maintain and develop spreadsheets
- Develop social media content for donor engagement
- Use professionalism when addressing partners in all communication
- Maintain work schedules and calendars of executive management
- Prepare travel schedules, book travel arrangements, and make reservations for management
- Coordinate logistics of meetings, seminars, workshops, special projects, and events
- Review all documents, reports, and correspondence
- Prepare draft reports, background documentation, and research.
- Review, evaluate, and distribute priority correspondence for the team.
- Take and transcribe dictation notes.
- Prepare and review presentations.
- Present a positive and professional image to all partners, suppliers, inquiries, and other persons

Qualifications and Experience Required:

- Post-Secondary education, in Business Administration or relevant discipline, required.
- Three to five years' experience working at an intermediate to senior administrative level in the Not for Profit sector.
- High level of organizational skills
- Extensive knowledge of virtual platforms
- Experience working with low-income, multi-racial, multi-lingual newcomer communities in diverse neighbourhoods.
- Experience working from an integrated anti-oppression LGBTQ+ positive framework.
- Ability to facilitate program requirements in the virtual environment.
- Ability to demonstrate social and multicultural sensitivity.
- Excellent communication skills, both written and verbal in English.

- Excellent organizational and coordination skills to respond to fluctuating workloads and respond immediately in crisis situations.
- Proficiency with MS Office, databases, designing flyers and presentations and using other office-related equipment.

Working Conditions

Hours of Work - Regular hours for 35 hours per week, and flexible between 8:30AM to 8:00PM. Evening and weekend work may be required as decided by program requirements.

Location - This position will be located within any of TNO's service locations based on community and program requirements. Locations for this position may be added or moved to new addresses in the future according to the community and program requirements.

Hiring Conditions

Vaccination Requirement – As a condition of employment, TNO requires all new hires to provide proof of full vaccination against COVID-19 prior to the start date of employment. Applicants who have appropriate written proof of a medical reason, or a reason pursuant to the Ontario Human Rights Code for not being fully vaccinated against COVID-19, may provide such documentation to the Human Resources department for accommodation consideration. Such situations will be considered on a case-by-case basis.

Screening - As a condition of employment, the successful applicant must complete a Vulnerable Sector Screening.

TNO - THE NEIGHBOURHOOD ORGANIZATION - is committed to employment equity initiatives. We encourage residents of Thorncliffe Park, Flemingdon Park, and surrounding communities, and people who are racialized, Indigenous, people from the 2SLGBTQI+ community, people with disabilities and other equity-seeking groups to apply.

How to apply

To apply for the position candidates are requested to send a copy of their application (cover letter, resume and any other document supporting your candidature) to Human Resources **by 5:00PM May 27th, 2022**.

[CLICK HERE TO APPLY](#)

Or Attn: Human Resources TNO - THE NEIGHBOURHOOD ORGANIZATION - 1 Leaside Park Drive, Unit, # 7 Toronto, Ontario, M4H 1R1

TNO – THE NEIGHBOURHOOD ORGANIZATION is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. Should you require accommodation at any stage of the recruitment process, please contact 416-467-0126.

*We thank all applicants for their interest but only those selected for further consideration will be contacted.
For more information visit: <http://www.tno-toronto.org>.*