



Sophia Recovery Centre

Administrative Assistant Job Posting

Sophia Recovery Centre is looking for a woman to fulfill the position of **Administrative Assistant**. This is a full-time position (37.5 hours/week).

Reporting to the Executive Director, the Administrative Assistant will provide administrative support to ensure efficient operation of Sophia Recovery Centre (SRC) and support the Executive Director and other employees through a variety of tasks related to organization and communication.

Key Responsibilities:

- Answer the phone, direct and provide information and take messages as needed
- Answer door, greet and admit clients and visitors, provide materials and resources as needed
- Scheduling of client appointments
- Receive, sort and distribute the mail
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc
- Produce, distribute, and manage correspondence through various methods
- Manage invoices, expenses, donations, and bank deposits; Prepare, monitor, send for payment, provide receipts, complete deposits as requested
- Preparation of regularly scheduled reports and other reports as requested
- Develop and maintain contact and distribution lists
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Assist with coordination of programs, services and volunteers, as needed
- Book meetings, conferences and travel arrangements, as needed
- Assist with research and creation of presentations
- Take minutes of meetings
- Attend functions/community events to promote the Centre, as needed
- Other duties as assigned by Executive Director



Qualifications:

- ◆ Ability to communicate with compassion in a non-judgmental, respectful, and professional way.
- ◆ Ability to maintain confidentiality and a high degree of healthy personal boundaries
- ◆ Strong oral and written communication skills
- ◆ Strong work ethic and high energy level
- ◆ Excellent organizational skills, and ability to manage multiple priorities with ease
- ◆ Intermediate to advanced skills in MS Office programs, and a good comfort level with computers and software in general
- ◆ Ability to work both independently and as a team
- ◆ Ability to work well under pressure; comfortable working in crisis situations
- ◆ First Aid/CPR Certification required
- ◆ Experience with social media and website updating, an asset
- ◆ Experience in non-profit sector/ community based organizations, an asset
- ◆ Experience in the addiction and recovery field, an asset
- ◆ Knowledge of the 12 steps and recovery literature, an asset

Working Conditions:

- ◆ Full-time position, 37.5 hours/ week, some evenings and weekends as required.
- ◆ Hourly Rate: \$14-\$16/hour

Please apply with a cover letter and resume and three references to:

Human Resource Committee at SophiaRCHR@gmail.com

Deadline for applications: July 13, 2018

Only those selected for an interview will be contacted. All applications will be kept confidential.

Thank you for your interest.

Sophia Recovery Centre offers a safe, hopeful, accepting environment for women seeking recovery from addiction through sharing, mentoring, learning and guidance in 12 step spirituality.