



Job Posting - Internal/External

POSITION: Administrative Officer - PARENTAL LEAVE Part Time

LOCATION: 26 Vaughan Rd

SHIFT: 8AM TO 4PM

Na-Me-Res (Native Men's Residence) located in Toronto, is a diverse, multi-service organization. Through a culture-based approach that addresses the holistic needs of its clients, Na-Me-Res' mission is to provide temporary, transitional and permanent housing to Indigenous men experiencing homelessness in Toronto, while providing outreach and support services to the broader Indigenous homeless population.

MAIN FUNCTION: The Administrative Officer will be responsible for providing high-level administrative support to the Executive Director and Board of Directors.

DUTIES AND RESPONSIBILITIES:

- Assist with general administration duties
- Perform reception duties in a pleasant, efficient, and respectful manner
- Complete all reports and requests for information as scheduled and when required
- Maintain notes and files as required.
- Responding to inquiries from members of the public
- Assist in maintaining comprehensive records on the programs
- Schedule and coordinates meetings, training, etc.
- Draft and distribute agendas, put together board meeting packages, and record minutes
- Support the editing and composition of various correspondence
- Other duties as identified by the Executive Director

SKILLS, EDUCATION & EXPERIENCE:

- An understanding of Indigenous history, traditions, culture and approaches
- Work will normally be regular weekday hours, but some flexibility to work evenings, weekends, or overtime may be necessary
- Ability to prioritize and manage multiple jobs effectively
- Ability to work under pressure and to meet deadlines
- Proven organizational and time management skills
- Excellent interpersonal skills with an ability to work well with clients and colleagues
- Able to communicate effectively - Good oral and written communication skills
- This position requires the successful candidate to provide a Police clearance check (CPIC) as a condition of employment
- Assist with general filing in the Finance department

Na-Me-Res encourages Indigenous applications (First Nation, Inuit, Metis, and those who self- identify). We thank all applicants, however only those selected for an interview will be contacted. If you are invited to an interview and require accommodation, we will make every effort to accommodate you.

HOURLY: \$30.00

3 days per week total 21 hours weekly

Closing date: Thursday May 11, 2023, at 12pm.

A resume, cover letter, and list of 3 manager references can be sent to:

Human Resources

26 Vaughan Road, Toronto, ON M6G 2C4

Fax #: (416) 652-3138 / **Email:** jobs@nameres.org