



Administrative Assistant (bilingual – Fr & Engl.)

**Position Type:** Full Time

**Date Ad Posted:** 02/11/2008

**Job Region:** ON - Ottawa Area

**Application Deadline:** 02/25/2008

**Location(s):** Ottawa

**Years Experience:** 3-5

The Ottawa community Support Coalition (OCSC) is a dynamic multi-agency network that promotes the common goals of community-based, not-for-profit health and social service organizations. It consists of 19 organizations mandated to provide home-based community support services to seniors and adults with physical disabilities throughout urban and rural Ottawa. The range of services offered by these agencies includes Meals on Wheels, Diners Club, Transportation, Friendly Home Visiting, Caregiver Support, Foot Care and Homemaking.

The Coalition is looking for a full time (35 hours per week), bilingual (French and English) Administrative Assistant. The position is available immediately.

**Responsibilities:**

- Assist the OCSC Development Officer with all aspects of office tasks as required, including receptionist duties and liaising with Coalition members and Community partners
- Assist the OCSC chair with Coalition business tasks as required
- Distributing meeting agendas and coordinating logistics (including arranging for meeting rooms, advising of dates, rooms and times, and ensuring that equipment and food are ordered when needed)
- Recording minutes of meetings and distributing to coalition, executive and committee members
- Word processing including correspondence, letters, memos, agendas, minutes of meetings, charts, tables, reports, etc.
- Maintaining and updating a filing system for committees, meetings, reports or other documents needed for OCSC business
- Creating and maintaining administrative processes as required

- Maintaining and updating the members section of the OCSC web site and working collaboratively with the Coalition webmaster
- Assist in the organizing of training sessions offered to agency staff, volunteers and brokered workers
- Maintain internal and external distribution lists (e-mail and mail), correspond with members and compile necessary data relating to responses for feedback through distribution list
- Other administrative tasks as required

**Qualifications:**

- Relevant education with a proven track record of success as an administrative assistant
- Written and oral fluency in both official languages imperative
- Strong computer skills in Microsoft Word Office Suite
- Excellent oral and written communication skills
- Strong organizational and time management skills
- Superior ability to problem-solve, show initiative and work independently
- Flexibility and diplomacy
- Experience in a not-for-profit environment would be an asset

Only fully bilingual applicants will be considered (Oral and written skills will be assessed in both languages during the interview process).

Only Candidates to be interviewed will be contacted.

**Compensation Type:** Salary

**Contact by:** Email, Fax, Mail

**Application deadline:** January 25, 2008

**Contact Information**

Lise Richard

OCSC Development Officer

670 Albert Street, Room 202

Ottawa, Ontario K1R 6L2

Fax: (613) 230-2095

Email: [lise.richard@communitysupportottawa.ca](mailto:lise.richard@communitysupportottawa.ca)