



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 20 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 Visiting, Caregiver Support, Foot Care and Personal and Home Support.

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 in the coordination of its activities;
- Facilitation of OCSC work group meetings and ensuring follow-up of activities and project objectives;
- Assist the OCSC Development Officer and Chair with all aspects of office tasks as required, including meeting preparation and logistics, maintenance of OCSC records, and word processing (letters, memos, agendas and meeting minutes, charts, reports, etc);
- Creating and maintaining administrative processes;
- Liaise with member agencies and OCSC business and community partners;
- Gathering of information and compilation of surveys or feedback;
- Maintenance of the website;
- Professional representation of OCSC at meetings or information sessions;
- Organization of training sessions or workshops offered to member agency staff, volunteers and brokered workers;
- Other administrative tasks as required.

Qualifications:

- Office administration or secretarial experience and/or training;
- High School Diploma;
- Ability to communicate fluently in both French and English, spoken and written;
- Excellent computer skills
- Superior interpersonal skills and ability to problem-solve, show initiative and work independently;
- Ability to multitask and prioritize around tight deadlines;
- Strong organizational and time management skills;
- Strong communication skills, both written and verbal;
- Editing and proofreading skills;

- Available to work flexible hours;
- Ability to work within a team setting;
- Ability to work with individuals from diversified backgrounds;
- Flexibility and diplomacy

Oral and written fluency in both official languages will be assessed during the interview process.

Only Candidates to be interviewed will be contacted.

Please send a covering letter and resumé to the contact below by end of day Thursday, June 3, 2010.

Contact Information

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