

External Posting**Administrative Assistant & Board Secretary****Full-Time****Wage \$27.00 – \$31.00/hour**

Manitoulin Family Resources requires 1 Full-Time Administrative Assistant to provide administrative, clerical, organizational, and secretarial support to ensure the effective and efficient operation of the organization. This position plays an important role in supporting service delivery across our women's shelter, food bank, outreach, and community support programs, helping to ensure smooth and effective day-to-day operations. The successful candidate will be comfortable managing competing priorities, working with confidential information, supporting multiple teams, and providing professional service to staff, clients, Board members, volunteers, and community stakeholders.

The successful candidate will have:

- Post-secondary education in communications, office administration, or a related field, or an equivalent combination of education and experience.
- 1–3 years of administrative experience. Experience working within a nonprofit, social services, healthcare, or community services environment considered an asset.
- Excellent organizational and time-management skills, Exceptional communication skills (Oral & Written) with the ability to manage multiple priorities and deadlines in a fast-paced environment.
- Advanced proficiency with Microsoft Office Suite, including Word, Excel, Outlook, Teams, and related office software.
- Demonstrated ability to maintain strict confidentiality and appropriately handle sensitive organizational, employee, Board, and client information.
- Current CPR/First Aid certification, valid driver's license, insurable driver's abstract, clear Vulnerable Sector Screening, and proof of education.

This position is a full-time non-bargaining unit position. The administrative assistant position is committed to working a minimum of 35 hours weekly with occasional work outside typical business hours as required.

Please forward applications to: Brady Case

Human Resources Coordinator

Manitoulin Family Resources

bcase@mfresources.net**Deadline for applications:** Applications are accepted until position is filled.

We strive to foster an organization that reflects the diversity of the community we serve and welcome applications from all qualified candidates. We encourage applications from individuals from underserved and underrepresented cultural and racial communities, from First Nations, Inuit and Metis communities, Two-Spirit, LGBTQIA+ communities, and people living with disabilities. If you require an accommodation, we will work with you to meet your accommodation needs to ensure your equal participation.

We thank all applicants for their submissions, only those selected for an interview will be contacted.**Violence Against Women Prevention - Haven House Shelter & Outreach Counselling**
Help Centre – Food Bank and Thrift Shop