



Guelph-Wellington Women in Crisis

PO Box 1451, Guelph, ON N1H 6N9
T: 519-836-1110 F: 519-836-1979
Crisis Line: 519-836-5710 / 1-800-265-7233
www.gwwomenincrisis.org

Marianne's Place
24-hour Crisis Line
Sexual Assault Centre
Volunteer Program
Anti- Human Trafficking
Support Program

Rural Women's
Support Program
Transitional & Housing
Support Program
Public Education
Family Court
Support Program

INTERNAL/EXTERNAL JOB POSTING

ADMINISTRATIVE ASSISTANT PERMANENT FULL-TIME (40 hours / Monday thru Friday)

Guelph-Wellington Women in Crisis (G-W WIC) is a feminist, community-based, not for profit organization providing services to women and their children who have experienced domestic and/or sexual violence or human trafficking in Guelph and Wellington County. Guelph-Wellington Women in Crisis is committed to building a diverse organization that works from an anti-racism anti-oppression framework.

We are seeking a highly motivated **Administrative Assistant**. This 40 hour per week position, directly reporting to the Manager of Finance & Properties, requires a team player, who is a self-starter with excellent time management skills and a strong computer background.

Requisite Skills, Abilities and Qualifications:

- Post secondary diploma in Office Administration, Business Administration or equivalent experience.
- Minimum 2 years' experience in a senior level administrative role.
- Superior standard of ethics and confidentiality while handling sensitive information.
- Excellent knowledge of administrative functions and processes.
- Excellent knowledge of MS Office applications (Word, Excel, Outlook, PowerPoint, Publisher).
- Assistance with website maintenance an asset.
- Excellent oral and written communication skills.
- Excellent command of English grammar.
- Solid ability to make decisions and choices of action, often in urgent situations.
- Solid ability to think analytically with attention to detail.
- Flexible, adaptable, and responsive to change.
- Self-directed with excellent ability to organize, plan, prioritize, and multi-task.
- Strong time management, initiative and interpersonal skills.
- Experience with fundraising software.
- Reception experience - welcome visitors, ensure security, schedule meetings, and related office functions.
- Familiarity with societal issues regarding violence and abuse against women and children a definite asset.
- Understanding of anti-racism and anti-oppression.
- Understanding of OHS legislation.
- Satisfactory Vulnerable Sector Screening, Criminal Records Check, and certification in First Aid/CPR.
- Fully vaccinated for Covid-19.

Closing Date: Friday, March 10, 2023

Please send your resume including cover letter in confidence to:

Tanya Benham

tanya@gwwomenincrisis.org

If you require an accommodation under the Ontario Human Rights Code in order to participate in the recruitment process, please contact Tanya Benham at (519) 836-1110 ext. 225.

Guelph-Wellington Women in Crisis is committed to anti-racism, anti-oppression work and in keeping with this principle we encourage Indigenous women, women of colour, women with disabilities and LGBTQIA+ women to apply.

We thank all applicants for their interest; however, only applicants selected for an interview will be contacted. No telephone calls or other enquiries please.

You don't have to be hit to be hurt. • You don't have to leave to get help. • You don't have to be in crisis to call.