



ECOL

English Community
Organization of Lanaudière

JOB OFFER: ADMINISTRATIVE ASSISTANT

Under the authority of the Executive Director and in collaboration with the other staff members, we are seeking an individual with a background in secretarial work and accounting to support the team out of our Rawdon office.

Principal functions:

- Receive drop-in visitors at the head office and provide information or referrals
- Prepare communications (emails, letters, press releases, reports, news bulletins) for members and partners
- Prepare materials required for meetings or other activities
- Filing
- Maintain the organization's membership and mailing lists
- Prepare financial documents for the bookkeeper and accountant
- Prepare and maintain a budget sheet to track spending on various projects
- Maintain and update the documentation centre
- Collaborate on the production of promotional materials
- Maintain the website and the social media sites (training may be provided)
- Maintain an online agenda for the team and assist in scheduling meetings and activities
- Support the organization in its activities and services through other related tasks

Requirements:

- Accounting and/or secretarial studies, or demonstrated previous work experience in this field
- Excellent organizational and time-management skills
- Attention to detail
- Very good knowledge of Microsoft Office (Word, Excel, Outlook)
- Excellent interpersonal skills
- Discretion and integrity
- Demonstrated mastery of the English language (written and spoken) and an advanced ability to communicate in French (written and spoken)
- Previous experience with a non-profit organization would be particularly appreciated.

Conditions:

- 15 – 20 hours/week, with some flexibility (schedule to be determined)
- Salary: Between \$13.50 and \$15.50/hour, according to experience
- Start date: June 3, 2019

To Apply:

Send an English letter of intent and a CV in French or in English by May 24, 2019 to:

Michelle Eaton-Lusignan, Executive Director
English Community Organization of Lanaudière
ecollanaudiere@hotmail.com

We thank all candidates for applying; however, only those selected for an interview will be contacted.