**Job Title:** Administrative Assistant

**Classification:** Exempt

**Department:** Administration

**Reports to:** Fundraising / Program Development Manager

**MSA SOCIETY**

**FOR**

**COMMUNITY LIVING**



|  |  |
| --- | --- |
|  | **Temporary** 8-week Canada Summer Job position (open to youth age 15-30)  **Period**: July 2nd until August 23rd  30 hours per week  $15.65 per hour |
| **Job Summary** | MSA Society for Community Living supports persons with developmental disabilities to live their best lives every day. We are seeking a temporary Administrative Assistant to work with our leadership team in our administration office for a period of 8-weeks beginning July 2022.  This is an entry level Canada Summer Jobs funded position provides an opportunity for someone to gain valuable skills and experience to take forward when perhaps moving into post-secondary or another administrative position. The successful candidate will work both independently and within a team performing a wide range of confidential administrative and clerical support duties. |
| **Qualifications** | *Education:*   * Experience and understanding of clerical responsibilities * Knowledge of Microsoft Office products   *Job Skills and Abilities:*   * Excellent oral and written communication skills * Highly organized and ability to prioritize * Excellent time management skills * Attention to detail * Ability to work on their own and effectively with a team * Able to follow written and verbal instructions |
| Key Duties and **Responsibilities** | Provides clerical and administrative support to the Leadership Team including:   1. Filing, organization of existing/new binders, files and catalogues 2. Assists in maintenance of social media presence accessing up to date sites 3. Inventory of equipment and MSA resources 4. Organizes and files electronic and hard copy information for the Leadership Team 5. Performs other related duties as required.   **Applications should be emailed to: mandy.mcmahon@msasociety.com** |