



Safety Changes Everything

We're Hiring!

Working at Battered Women's Support Services means making real change in the lives of women

Administrative Assistant

20 hours per week @ \$19.45 per hour

Wednesday 1pm to 5 pm, Thursday and Friday 9 am to 5 pm

Additional hours may be required

This is a part time position

An exciting opportunity exists for an Administrative Assistant with Battered Women's Support Services (BWSS). BWSS is a feminist ending violence organization with an entrepreneurial spirit known its commitment to creating and implementing programs and services that empower women from all walks of life. BWSS is known for its inclusionary hiring practices. We offer the opportunity to work within an accomplished team making a difference every day on the frontline and beyond. Right now, we seek an accomplished professional to join our finance and administrative team. Specifically, you will work with the Manager of Finance performing and providing a variety of administrative and clerical tasks including preparing correspondence, reports and other documents, maintaining financial and other records and files and related filing systems.

About You:

You are a detail orientated, proactive and outgoing person passionate about the work of ending gender based violence. You embrace BWSS mission, vision, values, and philosophy and have a well-developed understanding of and commitment to anti-oppression work. Your solid understanding of the dynamics of violence against women, the intersectionality of oppressions within a feminist framework, and working within a harm reduction context, along with the ability to apply this understanding to your day-to-day work, helps guide you in your interactions with our funders and partners, your co-workers, and the women we support. Your experience in contract management, financial reporting and contract reporting, especially in a non-profit environment, sets you apart from other applicants.

Key Responsibilities

Financial Duties

- Assist with the preparation and maintenance of financial reports
- Assist with maintaining records and data entry as required to support the work of other staff including but not limited to the Leadership Team.

- Prepare general bank deposits.
- Provide support in the management of accounts payable and/or accounts receivable
- Compiling, assembling, and submitting meeting and reporting materials
- Assist with the ordering and distribution of supplies
- Assist with the management and maintenance of office equipment including the telephone system, photocopier, postage machine
- Assist in the preparation of charitable tax receipts
- Provide fundraising support including donor record management

Administrative Duties

- File management
- Assist Leadership team with correspondence and reporting
- Answer telephone calls and emails responding to questions donations, tax receipts, etc.; refer enquiries to the appropriate person/team member for resolution when needed.
- Assist other staff as needed
- Photocopying, scanning and printing
- Assist with the training and co-ordination of volunteers as required
- Perform other duties as required

Qualifications:

- Grade 12 plus completion of a program of up to one year in business or office administrative training
- Three years recent related experience (preferably in nonprofit or women's organization)
- Must be a detailed oriented individual
- Excellent PC skills, including Word, Excel, PowerPoint and ACCESS
- Demonstrated ability to communicate effectively by active listening, question and reading to obtain relevant information; to communicate positive or negative information both verbally and in writing, in a tactful and empathetic manner
- Demonstrated ability to manage office equipment including telephone systems, photocopiers and postage machines
- Demonstrated ability to act as a representative of the organization by assuming responsibility for providing courteous, empathetic, knowledgeable support.
- Demonstrated ability to both independently and within a team environment, plan, coordinate, organize and prioritize a diverse, high volume workload to effectively multi-task and meet deadlines, changing demands and priorities while maintaining accuracy in order to achieve goals and objectives.

If you seek the opportunity to commit to an organization engaged in making a real difference in the lives of women in our community, please send your resume by **5:00 p.m. on Friday, September 6, 2019.**

Respond via email to:

Battered Women's Support Services

endingviolence@bwss.org

This position requires union membership.

No phone calls.