

JOB POSTING

Administrative Assistant, Pathways to Education Program

# **Full-time, permanent – 35 hours per week**

# **$43,075 to $54,089 per annum, plus benefits (commensurate on experience)**

Unison Health and Community Services is a non-profit, community-based organization that serves neighbourhoods in North West Toronto. Operating out of six locations, Unison offers core services that include primary health care, counselling, health promotion, Early Years programs, legal services, harm reduction programs, housing assistance, adult protective services, Pathways to Education™ and a Diabetes Education Program. Unison’s mission is working together to deliver accessible and high quality health and community services that are integrated, respond to needs, build on strengths and inspire change.

Unison Health and Community Services is committed to working from an inclusive, pro-choice, sex positive, harm reduction, anti-racist, anti-oppression and participatory framework.

Unison is seeking an Administrative Assistant for our Pathways to Education Program. Reporting to the Interim Director, Pathways to Education, the Administrative Assistant provides secretarial and administrative support for the program.

# **Job- Specific Responsibilities:**

* Provide administrative support to the Program Director and the Pathways to Education program
* Provide key administrative support for student registration process
* Maintain internal and external program contact lists and facilitate communications
* Produce materials for program promotion and administration
* Co-ordinate language interpretation and translation services for Pathways program
* Respond to general telephone inquiries, redirect or take phone messages
* Take minutes at program or community meetings when required
* Assist in the coordination of initiatives and events
* Maintain an effective, efficient and organized office area, including orderly filing systems
* Ensure filing systems are secure and maintain clients’ confidentiality
* Coordinate the ordering and tracking of supplies for the program which may include: gift cards, TTC tickets, office supplies, meeting refreshments, or other program resources
* Work with Program Director, and Program Facilitators to ensure that the program and programming location(s) is adequately resourced to maintain programming standards and support students’ needs
* Enter data in Pathways Academic Student System (PASS)
* Complete admin tasks associated with the volunteer recruitment and retention process
* Compile and produce data reports upon request
* Coordinate financial matters for program projects which may include: submitting receipts and expense claims to designated manager, maintaining petty cash
* Other duties as required

# **Job-Specific Qualifications:**

* Self-directed and organized with the ability to manage time with overlapping priorities and multiple areas of responsibility
* Demonstrated knowledge and experience in group work and community development
* Demonstrated knowledge of, and sensitivity to, the impact of social, economic, environmental and cultural issues on diverse communities
* Knowledge of issues affecting communities facing barriers to access in an urban environment
* Familiarity with the social, economic and cultural conditions of the program’s geographic area
* Able to exercise independent judgment and discretion in dealing with confidential matters
* Experience in working with local service providers, community groups and networks is an asset
* Experience serving Unison’s priority populations, particularly with youth facing barriers
* Excellent English communication skills, both written and verbal, with individuals and groups
* knowledge of a second (or more) language is an asset
* Experience working with Accounts Payable
* Experience using cloud-based client management systems
* 2-3 years of experience in a community-based setting
* Post-secondary education and/or equivalent combination of experience and education
* Ability to work flexible hours

Interested candidates are asked to email a résumé with covering letter by 9:00 am on Tuesday, October 25, 2022 to:

Hiring Committee, Administrative Assistant – Pathways to Education

Unison Health and Community Services

hirings@unisonhcs.org

**Please be advised that our organization requires all staff, students, and volunteers to be fully vaccinated. Proof of vaccination can be obtained from the Ministry site.**

**Please cite UN\_2022\_048 in the subject line of the email.**

We welcome applications from people who are reflective of the diverse communities we serve, including those who might need accommodation.

Where needed, accommodations for applicants with disabilities will be provided, on request, to support their participation in all aspects of the recruitment process.

Please note that due to the volume of applications, only those applicants selected for interviews will be contacted.