



Idanr • Learning Disabilities Association of Niagara Region

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Summer Student – Administrative Assistant Job Description

The Learning Disabilities Association of Niagara Region (LDANR) is a registered not-for-profit charity committed to supporting those with learning disabilities and those who support individuals with learning disabilities through programming, public education and awareness, support groups and resources. Working with volunteers and community partners, the LDANR strives to educate and support the Niagara community about learning disabilities.

The LDANR is presently seeking a summer student for the position of Administrative Assistant for a full-time (35 hours per week) position from June 13th – August 19th, 2016. Daily hours 9:00am – 4:00pm with a one-hour lunch. The hourly wage is set at \$11.75.

The Administrative Assistant's main responsibilities include; supporting the Executive Director and office staff with general office duties and providing support to programming. The Administrative Assistant reports to the Executive Director.

Administrative Duties/Responsibilities:

- Communicating with the general public, LDANR members, and others via telephone, fax and email.
 - o Direct calls and respond to inquiries
- Greet and assist walk-ins
- Type reports and other documents
- Maintain Office Files
- Take minutes at meetings and distribute minutes when needed
- Open and distribute mail daily
- Maintain confidential records and files
- Review and edit documents
- Prepare documents and reports on the computer
- Process donations
- Support agency social media (facebook, twitter, pinterest)
- Support Program Coordinators with program preparation, filing, data input
- Perform other related duties as required

Qualifications:

- Applicant must have been in full time post-secondary studies in the previous year and must be returning to full-time studies in the fall.

- Experience working in an office setting.
- Experience working/volunteering within the not-for-profit sector/community-based organizations.
- Experience in programming an asset.
- Ability to multi-task, manage deadlines and thrive in a fast-paced environment.
- Highly organized with strong administrative skills.
- Experience with Microsoft Office Word and Excel.
- Professional and responsible with sensitive and confidential issues.
- Superior verbal/written skills, public relations, communication, problem-solving and interpersonal skills.
- Basic knowledge and understanding of learning disabilities.
- Access to personal vehicle and valid Ontario Driver's License.