



Idanr • Learning Disabilities Association of Niagara Region

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Summer Student – Administrative Assistant **Job Description**

Funded through Canada Summer Jobs

The Learning Disabilities Association of Niagara Region (LDANR) is a registered not-for-profit charity committed to providing resources and support to individuals living with learning disabilities in Niagara. Specifically, LDANR offers direct-impact programming to children and youth living with a diagnosed or suspected learning disability. 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 (30 hours per week) position from June 18th – August 10th, 2018. Daily hours 9:00am – 4:00pm with a one-hour unpaid lunch. The hourly wage is set at \$14.50.

The Administrative Assistant's main responsibilities include; supporting the Executive Director and office staff with general office duties and providing support to programming, event planning, and fundraising initiatives. 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
- Assist with event planning and preparation
- Assist with community engagement and awareness
- Support agency social media (facebook, twitter, pinterest)
- Support Program Coordinators with program preparation, filing, data input
- Prepare, review and edit documents and reports on the computer
- Maintain office files
- Maintain confidential records and files
- Take minutes at meetings and distribute minutes when needed
- Greet and assist walk-ins
- 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 with fundraising and event planning 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.

Interested applicants can send a cover letter and resume by 4:00 pm on May 11th to:

Samantha Sendzik

Executive Director

Email: Ldaniagara@cogeco.net **Fax:** 905-641-2336

All applicants are thanked for their interested.

Only those selected for an interview will be contacted.

Learning Disabilities Association of Niagara Region is committed to our Accessibility and Accommodation policy. We welcome and encourage applications from individuals with disabilities. Candidates taking part in all aspects of the recruitment and selection process are encouraged to communicate needs for accommodation and we will partner with you to meet those needs.