



Support Services for Older Adults

**POSITION TITLE:**     **Marketing/Communications Administrative Assistant  
(OUT OF SCOPE) - Part-time: 0.5 FTE**

**REPORTS TO:**             Chief Executive Officer

**UNION AFFILIATION:**     Exempt

**SUPERVISION RECEIVED:**

The work is performed under the direct supervision of the Chief Executive Officer. The successful candidate should demonstrate the following:

- Professionalism
- Confidentiality
- Team Player
- Ability to work independently under pressure in a fast paced environment
- Problem solving and decision making
- Positive and respectful
- Adaptable to changing and challenging work assignments
- Ability to multi-task

**POSITION SUMMARY:**

The incumbent will provide administrative support to the CEO, Management Team and Board of Directors. In addition, the incumbent will assist in the coordination of office administration functions including organization and recording of minutes of designated Agency and Board of Directors' standing and ad hoc committees, and other general administrative duties as required.

The Marketing / Communications Administrative Assistant keeps track of data, compiles and coordinates activities between the Agency and outside parties.

## **QUALIFICATIONS:**

### **Education:**

The successful candidate will have successfully completed a program of study in business/ office administration/ Creative Communications and have experience with Marketing. Advanced technology skills are an absolute requirement for this position. You will need to be proficient in Microsoft Office Suite, Adobe InDesign, basic website development and all forms of modern marketing including social media platforms.

### **Experience, Knowledge, Skills, Abilities:**

- ◆ Ability to write and compose extensive written communication. Meticulous verbal and grammatical skills.
- ◆ Experience and sensitivity in dealing with confidential matters and materials
- ◆ Ability to maintain harmonious working relations and work in a group
- ◆ Superior minute taking skills
- ◆ Ability to exercise sound judgment, initiative, flexibility, creativity, and sensitivity to changing situations and needs
- ◆ Ability to relate to people in a friendly, courteous manner
- ◆ Demonstrated ability to keep pertinent parties informed
- ◆ Knowledge of, and experience with, not-for-profit organizations
- ◆ Demonstrated evidence of continued professional development

### **CONTACTS AND INTERPERSONAL RELATIONSHIPS:**

- ◆ Chief Executive Officer
- ◆ Management Team
- ◆ Board of Directors
- ◆ Agency Staff
- ◆ Volunteers
- ◆ Community partners and the general public

### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

The position is primarily sedentary. The incumbent may also be required to attend meetings off-premises.

### **POSITION DUTIES AND RESPONSIBILITIES:**

- ◆ Develop and help execute annual marketing and communications plans
- ◆ Accomplish marketing objectives by planning, developing, implementing and evaluating advertising, branding, social and other forms of media
- ◆ Develop and strengthen media platforms to ensure the most effective messaging and positioning in the market
- ◆ Website administration
- ◆ Designs and Coordinates the production of Agency publications (Annual Report, brochures, various event programs etc.)
- ◆ Create advertisements, and other marketing materials as required
- ◆ Provide office support activities – preparing presentations and other documents, scheduling and arranging meetings, file management, letter writing
- ◆ Assisting with overflow work from other team areas

- ◆ Plan, organize and coordinate Board of Directors meetings and other Agency and committee meetings
- ◆ Record and distribute minutes of Board of Directors', Executive meetings, Staff Forums' and other meetings as directed
- ◆ Ensure that assignments from the CEO are followed up, including reminders to ensure that schedules are respected
- ◆ Maintain the Agency's Policy and Procedures and Board Orientation manuals
- ◆ Maintain databases as required.
- ◆ Other duties as assigned

Please submit resume in confidence to:

A & O: Support Services for Older Adults  
ATTN: Jenna Labossiere, Manager, Finance & Administration  
e-mail: jlabossiere@aosupportservices.ca

***CLOSING DATE: Friday August 3, 2018 @ 4:30 PM***

**Note:** Those selected for an interview will be required to provide a portfolio with a minimum of three (3) design and writing samples.