



# **JOB DESCRIPTION**

**Position Title:** Administrative Assistant  
**Reports to:** Executive Director  
**Job Type:** Part Time  
**Scheduled Hours:** 15 hours/week  
**Revision Date:** April 2021

## **POSITION SUMMARY**

The Administrative Assistant provides administrative support to the Executive Director. They assist with fielding incoming enquires and dealing with the public, providing information and resources upon request. The Administrative Assistant helps with scheduling, filing, creating documents, and general office organization.

## **KEY DUTIES & RESPONSIBILITIES**

### **Office Administration**

- Manages filing and financial systems.
- Enters financial transaction data into accounting software application.
- Creates and distributes invoices, records payments and reports on outstanding fees.
- Maintains/updates events and services calendar for CRRC.
- Receives new memberships and maintains updated membership list.

### **Communicating with the Public**

- Answers enquiries, prioritizes requests and directs to appropriate person.
- Responds to requests for information and resources.
- Assists with scheduling workshops, meetings and events.

### **Virtual Presence**

- Assists with website updates, newsletter development and distribution.
- Posts relevant content to social media and monitors engagement.
- Coordinates and supports meetings and events over virtual platforms.

### **Resource development**

- Identifies, researches and makes recommendations on education and training resources.
- Monitors and flags current events related to work of CRRC.

### **Board Support**

- Coordinates the preparation and distribution of meeting materials, ensures that governing documents of the organization are filed and stored properly.

Other Duties As Assigned



# Community Race Relations Committee of Peterborough

## EDUCATION & TRAINING

### Education Requirements:

Minimum 2 years post-secondary education or equivalent work experience.

### Other:

Professional development relevant to anti-racism/anti-oppression practices.

## EXPERIENCE

Minimum 2 years of practical experience in any related work necessary to fulfill the requirements of this position.

Demonstrated commitment and understanding of anti-racism/anti-oppression principles. Preference will be given to those with lived experience of being racialized and minoritized.

## REQUIRED SKILLS

- Proficiency in word processing and Microsoft Excel software
- Ability to coordinate communications on various social media platforms
- Well-developed interpersonal skills and knowledge of effective communication practices
- Excellent time management skills and ability to multi-task and prioritize work
- Solid problem-solving skills and attention to detail
- Strong organizational and planning skills
- Adaptability and capacity to deal with shifting priorities

### An Asset:

- Familiarity with adult education principles
- Knowledge of office management systems and QuickBooks
- Experience coordinating activities and events

The Community Race Relations Committee depends on the diversity of the Peterborough community. We value and foster an inclusive organizational culture and strongly encourage members of racialized and minoritized communities to apply.

Email your resume and cover letter to [racerelection@gmail.com](mailto:racerelection@gmail.com) and copy [crrcboard@gmail.com](mailto:crrcboard@gmail.com).

We thank everyone for their applications, only those selected for an interview will be contacted. Please advise us of any accessibility requirements you may have in advance of a scheduled interview.