

JOB POSTING

JOB TITLE:	Office Administrator
DURATION:	Full Time (35 hours/week), Monday- Friday (weekends/evenings as needed)
WORK LOCATION:	In-person
SALARY RANGE:	\$42,000- 45,000 (depending on experience)
BENEFITS:	Paid Vacation, Health/Dental benefits (after completing the probationary period)
CLOSING DATE:	Monday, April 8, 2024
EXPECTED START DATE:	Monday, April 22, 2024
WEBSITE:	http://www.awic.ca

At the Algoma Workforce Investment Corporation (AWIC), we offer a nurturing and adaptable workplace environment where you can actively contribute to workforce development and labour market planning efforts in the Algoma District. As a not-for-profit organization, we're searching for a motivated and committed individual to fill the role of Office Administrator. This position presents an exciting opportunity to play a part in advancing the Algoma region through support for various local workforce initiatives and regional community projects.

In the role of Office Administrator, you will work closely with the Executive Director to accomplish AWIC's organizational objectives and deliverables. Your primary duties will involve providing operational and administrative assistance, supporting the planning and implementation of labour market-related projects, and marketing our data and research.

Key Responsibilities:

- Provide operational and administrative support to the Executive Director and the Board of Directors.
- Assist in planning and executing labour market-related projects, including coordinating schedules, preparing materials, and tracking progress.
- Market AWIC's data and research through various channels, including social media, email campaigns, and promotional materials.
- Maintain organized and up-to-date records of project documentation, correspondence, and other administrative files.
- Coordinate meetings, workshops, and events, including scheduling, preparing agendas, and arranging logistics.
- Respond promptly and effectively to inquiries from internal and external stakeholders.
- Create, review, and edit documents, reports, and materials to ensure accuracy and clarity.
- Conduct research and analysis to support project objectives and decision-making processes.
- Contribute to developing and implementing organizational policies and procedures as needed.
- Other duties as assigned.

Qualifications:

Degree or Diploma/Certificate in Economics, Business, Human Resources, Project Management, or a combination of education and relevant work experience.

- Proven experience in project coordination, particularly in workforce or community development or related areas.
- Knowledge of digital social media platforms like Facebook and LinkedIn and proficiency in creative content software like Canva or Adobe.
- Strong organizational skills with the ability to manage multiple projects simultaneously and meet deadlines.
- Ability to think strategically, set priorities, and plan effectively to achieve goals.
- Excellent written and verbal communication skills, with the capability to engage and collaborate with diverse stakeholders.
- Ability to provide general clerical duties and follow office procedures, including records management practices and mail/courier services.
- Proficient with word processing, spreadsheets, databases, scheduling, email software, office equipment and website editors.
- Capability to work independently and collaboratively in a team environment.
- Discretion in handling confidential and privileged information.
- Flexibility to work a schedule that may entail attending evening or weekend events and willingness to travel as needed.
- Regular access to reliable transportation is preferred.

How to Apply:

If you are passionate about workforce development, have a solid administrative background, and possess excellent project coordination skills, we invite you to submit your resume and a cover letter outlining your qualifications and interest in the position to info@awic.ca. Please indicate "Office Administrator Application - Algoma Workforce Investment Corporation" in the subject line.

**Interested candidates should submit their resume and cover letter by:
Monday, April 8, 2024, by 4 p.m. to: info@awic.ca**

AWIC is an equal opportunity employer. We will accommodate your needs under the Ontario Human Rights Code and fairly hire the best candidates based on merit. We thank all candidates in advance for their application; however, only those invited for an interview will be contacted.



This Employment Ontario service is funded in part by the Government of Canada and the Government of Ontario.