



**NEW
CANADIANS
CENTRE**
PETERBOROUGH

221 Romaine Street
Peterborough, ON K9J 2C3

Tel (705) 743.0882
Fax (705) 743.6219

info@nccpeterborough.ca
www.nccpeterborough.ca

NEW CANADIANS CENTRE PETERBOROUGH

Position Description:
Administrative Assistant

Posting Date: April 4, 2024

NOC code: 13110 Administrative Assistants

Closing Date: Wednesday, April 17th, 5:00 PM

Hours: 35 hours per week

Wage: \$18.55 per hour + 4% vacation pay

Start date: May 6th, 2023

Location: Peterborough, Ontario

Reports to: Office Manager

Terms of Employment: 8-16 weeks

This is a Canada Summer Jobs position funded by the Government of Canada and is contingent on the availability of funding.

APPLICATION INSTRUCTIONS:

Applications must include a cover letter and resume. Applications must be mailed, emailed or hand-delivered. Application via fax will not be accepted. Applications will ONLY be accepted if received as directed.

If emailing application, it will be appreciated to receive cover letter and resume as one PDF file attached to the email.

Please address your application to:

recruitment@nccpeterborough.ca
Attention: Recruitment Committee
New Canadians Centre Peterborough
221 Romaine St. Peterborough, ON K9J 2C3

Thank you for your interest. Please note that only those selected for an interview will be contacted.

The **Administrative Assistant** will support the functioning of the day-to-day operations of the New Canadians Centre Peterborough with a variety of tasks tied to Office Administration.

Duties & Responsibilities:

Administrative Functions

- Ensure accurate inventory management.

Everyone
welcome.





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- Support administrative function as needed in preparing reports, data entry, and organizing materials.
- Assist with file management ensuring audit requirements are met, documents are stored and tracked accurately, and old documents are purged.
- Assist with any ad hoc project support including IT and Office Administration project initiatives.
- Support front desk/reception coverage during periods of absences as needed.

Front Desk

- Greet and welcome clients and community partners, and refer them to the appropriate service/ staff member.
- Provide basic information, forms and publications to clients, volunteers and community members.
- Update client and community member's information using Database Access
- Answer and direct phone calls, and deliver messages
- Support clients and volunteers with photocopying, faxing, printing, scanning, and computer use
- Set appointments, manage staff schedules, and monitor google calendars

General Responsibilities

- Support the mandate of the New Canadians Centre
- Assist in organizing and/or participate in NCC events and activities
- Complete required documentation such as expense reports, timesheets, and travel reimbursements
- Other duties as required

Qualifications:

To be eligible, participants must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

International students and work permit holders are not eligible participants. International students and work permit holders include anyone who is temporarily in Canada for studies or work and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.

Experience

- A background in business will be highly-valued
- Experience with administrative work in an office environment is an asset

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- Lived experience as a newcomer to Canada or as a member of a marginalized group, as voluntarily self-identified by applicants, is viewed favourably. NCC endeavours to recruit the most competent individuals for all positions while prioritising employment of newcomers and people from marginalized groups.

Competencies

- Understanding and emotional empathy for the struggles immigrants and refugees face in starting a new life in Canada/Peterborough
- Strong attention to detail
- Proficient use of Microsoft Office Suite, internet, and electronic mail
- Demonstrated ability to keep accurate records and meet deadlines
- Able to think logically and problem solve
- Strong research, organizational, and time management skills
- Ability to maintain confidentiality and handle important documents in a sensitive manner
- Excellent written and verbal communication skills applicable to a multicultural setting
- Fluency in languages other than English is an asset.
- Proficient use of voicemail, phone transfer, fax, scanner, photocopier
- Ability to handle multiple tasks, prioritize, work well in a busy environment
- Ability to maintain a sense of urgency, efficiency, and flexibility
- Cross-cultural communication skills
- Understanding of anti-oppressive language and concepts including power, privilege, intersectionality, and racism
- Ability to extend a warm welcome
- Interest in developing new competencies as needed for the responsibilities of the position
- Professional skills, demeanour, and work ethic

Other

- Current Criminal Reference check with vulnerable sector screening
- Ability to work flexible hours, including some weekends and evenings
- Valid Ontario Class G Driver's License, and access to a vehicle is an asset

*The NCC strives to be an equal opportunity employer.
We encourage applicants from diverse backgrounds.*

Any information obtained during the course of recruitment will be used for employment recruitment purposes only, and not for any other purpose.

Accommodation will be provided in all parts of the hiring process as required under the NCC's Accessible Customer Service Policy. Applicants will need to make their needs known in advance.

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The NCC is an advocate for equity and is committed to ensuring representation in its staff team. We welcome applications from members of immigrant and refugee communities, people of colour, women, Indigenous peoples, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.

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welcome.

