



VOLUNTEER ADMINISTRATIVE ASSISTANT

Job Summary:

Under the guidance of the Human Resources Coordinator and through active participation with the leadership team, the Volunteer Administrative Assistant will perform a range of administrative and office support functions for Hopewell to facilitate the efficient operation of the organization. The administrative assistant will directly contribute to increasing Hopewell's capacity to serve and support children, youth and adults with a range of abilities.

Duties and Responsibilities:

The Administrative Assistant Volunteer will: Handle incoming phone calls and written correspondence, providing prompt responses and forwarding to appropriate staff member where necessary. Perform general clerical duties including photocopying, fax and mailing. Manage office supply inventories and coordinate maintenance of office equipment. Assist in the development and maintenance of job descriptions and evaluations. Assist with volunteer and outreach coordination as required. Provide support to the finance office by assisting in accounts payable and receivable processing.

Qualifications:

Excellent organizational, written and verbal skills. Detail oriented and committed to meeting deadlines. Good interpersonal skills. Works well independently and as part of a team. Ability to adapt to shifting priorities and manage multiple deadlines. Knowledge of Microsoft Office programs, including Outlook, Word, and Excel. Must have a passion for supporting individuals with developmental disabilities and desire to contribute to the agency to make the lives of people we support more meaningful.

Benefits:

This position provides valuable experience for administrative management students and anyone with a passion for supporting individuals with developmental disabilities. Volunteers are highly valued members of the Hopewell team and contribute to making a significant difference in lives of people we support. Hopewell will provide reference letters for all volunteers who successfully complete a placement with us.

Time Commitment:

This position requires a minimum 6-month commitment for 1-2 days per week during office hours (Monday to Friday from 9:00 am to 5:00 pm). Flexible schedule to meet the needs of the volunteer.

Location of work:

Hopewell has various locations within the Guelph and Wellington Community. A driver's license and vehicle is not a requirement, but may be helpful. Work location for this position is at our head office located in Ariss, Ontario – a few minutes' drive from Guelph.

VISION

Hopewell envisions a community where all people can reach their full potential in supportive and caring environments.

MISSION

To enrich the lives of individuals with a range of physical and developmental abilities to experience a full life.

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All Hopewell volunteers must complete a Vulnerable Sector Screen Police Check and orientation session prior to placement.