



### **Administrative Assistant Summer Student (35 hours per week, 8 week term)**

Our House Addiction Recovery Centre (Our House) is a one-year residential recovery centre for adult men. We help individuals embark on a recovery process, leading to meaningful and productive lives. Our facility houses 60 men in a supportive environment where they work to overcome their challenges in a non-institutional setting. As an Administrative Assistant, you will be responsible for managing administrative duties and assisting in the smooth functioning of daily operations.

All work at Our House will reflect the Mission and Vision statements of the organization. We offer a warm work environment and looking for someone to work onsite Monday – Friday from 9:00-4:00 PM.

#### **Responsibilities include:**

- Provide administrative support to management, team members and clients.
- Maintaining and organizing files, records, and documents.
- Monitor and order office supplies and equipment.
- Handle incoming and outgoing communications, including phone calls, emails, and mail.
- Participate in required meetings.
- Perform other duties as assigned.

#### **Qualifications:**

- High school diploma.
- Minimum 2 years of experience in an administrative role.
- Must be under the age of 30, and a Canadian Citizen as part of the Canada Summer Jobs program.
- Criminal record check approved by the Executive Director.
- First Aid and CPR certifications are required.
- Must be able to demonstrate cultural sensitivity with men of diverse economic and cultural backgrounds.

#### **The ideal candidate:**

- Has excellent written and verbal communication skills.
- Has knowledge of established trauma informed practices.
- Is organized, can multi-task and pay attention to detail.
- Works collaboratively with other staff and organizations.
- Is adaptable, organized, and self-directed.
- Has a working understanding or experience in non-profit organizations.
- Can work cooperatively and effectively with other staff, volunteers and clients.

#### **What Our House offers:**

- 35-hour wellness week.
- Nutritious, homemade lunch provided daily.
- Open door policy.
- Focus on staff wellness and work-life balance.



- Employee parking.
- Location includes expansive greenspace.

We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as women, members of racialized or visible minority communities, Indigenous peoples, people identifying as LGBTQ2S+, and people with disabilities. If we can make this easier through accommodation in the recruitment process, please contact us at [support@ourhouseedmonton.com](mailto:support@ourhouseedmonton.com)

**Closing date:** June 4<sup>th</sup>, 2023.

**Position start date:** July 3<sup>rd</sup>, 2023.

**Wage:** \$20.00 per hour.

**To Apply:** Submit a cover letter outlining why you think you are the best fit for this position, along with a resume. Resumes submitted without a cover letter will not be considered. Please email both to [support@ourhouseedmonton.com](mailto:support@ourhouseedmonton.com) Attn: Administrative Assistant Summer Student Application.

We thank all those who apply, only those selected to be interviewed will be contacted.