

## Role Posting: Administrative Secretary



**Posted:** October 1, 2021

**Closing:** October 18, 2021

L'Arche is an organization in which people with and without intellectual disabilities share life together based on stated core values, as articulated in our Servant Leadership Model. We live, work, and learn together in our 30 communities across Canada. Founded in 1964, L'Arche strives to shape a more human and just society where each person's gifts are known and celebrated.

**Position:** Administrative Secretary

**Location:** L'Arche Winnipeg Inc.

**Duration:** Permanent part time

**Start date:** Immediately

**Salary:** commensurate with experience

**Responsible To:** Community Leader

### **Position Summary:**

Administrative Secretary position is a part-time position (28 hours/week). This person is accountable to the community leader and the leadership team. This person provides secretarial support to the Community Leader, administrative staff, the Board of Directors and L'Arche Tova Café.

### **Location:**

The Administrative Secretary will work out of our office at 118 Regent Avenue East in Transcona.

Our community currently has six L'Arche homes in Winnipeg: four homes in the Transcona area, one in Windsor Park and one in St. Boniface area. We also have one woman who lives independently with support. L'Arche Tova Café is our community café that is located in the heart of Transcona. It creates employment for people with and without a disability and serves as an outreach for the community.

### **Major Duties and Responsibilities:**

- *Maintaining the general functioning of the office i.e. ordering supplies, maintaining office equipment, placing service calls when required, installing computer software, anti-virus software, setting up and maintaining the computer network, Installing and upgrading the anti-virus software on all computers.*
- *Processing incoming and outgoing mail, email and faxed correspondence.*
- *Receiving and handling/directing telephone calls.*
- *Word processing of minutes, correspondence, reports, and designing posters, business cards, pamphlets and brochures for the Community Leader, administrative staff, Board of Directors, accountant, and the Community and Region as required.*
- *Providing clerical support to the L'Arche Tova Café (i.e. creating forms, designing and updating brochures, photo fixes, menu design, and other media).*
- *Compiling and sending out a weekly information bulletin and a monthly calendar to all L'Arche personnel and members to keep them informed of meetings, events, changes, etc.*
- *Making travel arrangements for the Community Leader, administrative staff, board, assistants and members with a developmental disability, purchasing travel insurance when required, maintaining a manual of travel and event registration expenses for auditing purposes, providing accountant with travel details, and ensuring that travel costs and itineraries are sent to the Region or Retreat organizers as required.*
- *Assisting Assistants with the use of office equipment, forms, reports, etc.*

- *Providing clerical assistance to the Assistants Coordinator in maintaining and updating the L'Arche Winnipeg Policy and Procedures Manual.*
- *Providing assistance to office personnel in preparing manuals, updating files and filing.*
- *Preparing Board room for trainings and meetings, i.e. setting up tables, projector, making coffee, etc.*
- *Arranging Office Team Meetings, preparing agendas, recording and word processing the minutes of Office Team Meetings.*
- *Providing clerical assistance for special functions, retreats and in house trainings*
- *Receiving and processing registrations and pledge monies for our Annual Walk and receiving and recording donations for our Christmas appeal*
- *Preparing the Board of Directors package (monthly), agendas, scheduling Board members for supper prior to meetings and maintaining a Board of Directors binder.*
- *Sending out the Annual Meeting invitations, collecting information and compiling the L'Arche Winnipeg Annual Report, and preparing the agenda.*
- *Organizing, upgrading and maintaining the office filing system and computer file system and ensuring that files are backed up routinely. Record keeping of office computers & email passwords.*
- *Researching and carrying out the purchase of office equipment according to annual budget, i.e. computers, printers, scanners, network systems, telephones, postage meter, and photocopier in consultation with the Community Leader and accountant.*
- *Working in conjunction with secretarial assistant, and volunteers (when applicable) to plan and carry out tasks effectively.*
- *Attending trainings and meetings as required.*
- *Other tasks as required i.e. daily mailings, ensure cleanness of the kitchen, placing garbage and recycling for pick up, etc.*

### **Qualifications, Skills Needed, and Position Requirements:**

- *Previous experience with L'Arche is an asset*
- *Strong computer skills in Microsoft Office (Word, Excel, Publisher and Access), internet and social media.*
- *Self-motivated and able to work independently.*
- *Ability to multitask and problem-solve.*
- *Ability to set priorities and work under pressure to meet deadlines.*
- *Ability to maintain confidentiality.*
- *Able to maintain a positive attitude.*
- *Exceptional organizational skills.*
- *Basic understanding of the Identity and Mission of L'Arche and a willingness to deepen into L'Arche's philosophy.*
- *Empathy for persons with a developmental disability.*
- *Good inter-personal, written and oral communication skills.*

### **How to Apply:**

Please submit your resume, including a minimum of three references, along with a cover letter outlining your desire for, and fit with, this role by October 18, 2021 to: Joyleen Vanheyst [assistantscoord@larchewinnipeg.org](mailto:assistantscoord@larchewinnipeg.org)