



Office Coordinator AMCAL Family Services

Position Type: full-time regular, 35 hours per week

Schedule: Monday to Friday 9:00 am to 5:00 pm

Reports to: Executive Director

Start Date: June 2022

Location: On-site Pointe-Claire + working from home flexible

ABOUT AMCAL FAMILY SERVICES:

AMCAL Family Services is a West Island based, non-profit, community organization serving families in Montreal and its surrounding areas for the past 40 years. Our team of dedicated professionals is committed to serving the needs of youth, young adults and parents through our Residential, Outreach, Supervised Visits and Community Groups programs. Our approach is to support youth by promoting and preserving healthy family relationships thereby strengthening communities.

PURPOSE OF THE JOB:

Working under the supervision of the Executive Director (ED), the Office Coordinator is responsible for coordinating, and overseeing various workflows and tasks to ensure the well functioning of the AMCAL administrative portfolio. The role will support the ED and other AMCAL leadership in all general administrative, program, building logistical, event, technological, human resource coordination, and other relevant matters when instructed by the ED.

RESPONSIBILITIES:

- ❖ OFFICE MANAGEMENT:
 - ✓ Manages purchases and supplier relations – including building maintenance
 - ✓ Maintains and updates master file system
 - ✓ Coordinates and schedule meetings, prepare agendas, take minutes and follow-up on action items.
 - ✓ Responds to general enquires or requests for information from the external clients, partners, community representatives and redirects enquires to AMCAL staff accordingly.
 - ✓ Oversees the general AMCAL email account
 - ✓ Maintains and updates social media accounts or virtual platform technology that may be used by the agency.
 - ✓ Coordinates phone, internet, general IT needs for current and new staff members in collaboration with external service providers.
 - ✓ May be asked to assist program coordinators with job postings, replies and job applications Maintains and updates various mailing and email lists.
- ❖ EXTERNAL COMMUNICATIONS:
 - ✓ Helps update and revise program documentation in support to Program Coordinators
 - ✓ Supports the ED with external communications and public relations.
 - ✓ Coordinates all updates and revisions to AMCAL's website by interacting with external service providers.
 - ✓ Assists the ED in the preparation of the Annual Report.
 - ✓ Coordinates logistics related to the Annual General Assembly

- ❖ INTERNAL COMMUNICATIONS:
 - ✓ Prepares and sends internal email communications relating to office procedures, management after consulting with ED
 - ✓ Is the key contact for general IT questions or concerns and is expected to suggest ideas for process improvements.
 - ✓ Maintains and sends out birthday wishes, milestones .
 - ✓ Assist in coordinating community events and fundraising activities.
 - ✓ Performs additional duties as necessary or as assigned by the Executive Director.

REQUIRED COMPETENCIES:

- ❖ Minimum of a CEGEP Diploma in business administration, communications, or other related field.
- ❖ Minimum 3-year experience working in a comparable role
- ❖ Bilingualism is required (English and French, spoken and written).
- ❖ Strong computer literacy is required including comfort with web-based software applications.
- ❖ Good organizational and time management skills.
- ❖ Strong interpersonal and communication skills; able to work in a team and independently.

WHAT AMCAL CAN OFFER YOU:

- ❖ Situated in beautiful Pointe-Claire village
- ❖ Hybrid working model (days to be discussed)
- ❖ Staff benefits program for full-time employees.
- ❖ Three weeks of paid vacation
- ❖ An opportunity to learn and grow your administrative toolkit and interact with experienced and dedicated professionals with decades of experience.
- ❖ Realistic work expectations to ensure a healthy life balance.
- ❖ Opportunities for continuing education.
- ❖ Autonomy for day-to-day work yet with accountability.

SPECIAL WORKING CONDITIONS:

- ❖ AMCAL Family Services has a full vaccination mandate and documentation as such will be requested for all hires.
- ❖ A confidentiality agree is required.
- ❖ A police background check will be required.
- ❖ Able to work occasionally on evenings or weekends for special and fundraising events.
- ❖ Three-month probation period.

For more information or to send your resume with cover letter: Mrs. Susan Hough, Interim Executive Director <shough@amcal.ca>.

Application deadline: July 22, 2022