



Administrative Assistant – Job Posting

Job Title: Temporary Administrative Assistant
Job Classification: Administrative Assistant 2
Department: Administration
Reports To: Director of Business Operations
Location: Main Office
Employment Type: Full-Time, Temporary
Working Hours: 35 hours per week, Monday to Friday 9:00-5:00
Grid: 7
Term End Date: May 2027 or upon return of the incumbent
Application Deadline: Monday, April 27, 2026 by 5:00 PM
Job Reference Number: TAA0426

This position requires union membership.

The Administrative Assistant role will bring a unique combination of skills and knowledge that will allow them to manage day-to-day with a compassionate and solutions-focused mindset. The position is accountable for performing, coordinating, and working collaboratively on special projects and administrative duties in support of the Executive Director and Leadership team. Reporting to the Director of Business Operations for Ann Davis Transition Society, the position provides a broad range of administrative support to a highly confidential and complex operational environment. This position is dependent on funding and the budgetary limitations of Ann Davis Transition Society.

Job Duties and Responsibilities

Administrative:

- Works closely with the Leadership Team and ED to oversee and carry out daily business operations
- Act as a first point of contact for clients and visitors to ADTS' Main Office, providing them with information, supplies, etc. with the support of Outreach staff
- Prepared, proofread, and edited correspondence and reports to ensure accuracy, clarity, and consistency with the organization's mission and values at the direction of the Leadership Team.
- Facilitate internal communication by accurately recording messages and performing data entry, supporting smooth coordination between departments and stakeholders.
- Planning and execution support of agency fundraising and other events.
- Responsible for maintaining financial documentation such as petty cash logs, purchase orders, and cheque requisitions, ensuring proper tracking and compliance with financial procedures.

- Accepts in-person donations and records the information accurately and securely.
- Coordinates the maintenance of office equipment and maintenance services for ADTS
- Performs data entry functions such as inputting information into databases and contact lists; Maintains and updates filing, inventory, mailing lists, registers and/or other records either manually or using a computer.
- Performs other support duties related to program areas such as providing information to clients or visitors, assisting with intake and client/applicant tracking, checking program requirement documentation for accuracy and completeness.
- Orders or picks up supplies; negotiates price as required. Deliver supplies, at times, to housing locations in an effort to keep those locations confidential.
- Uses desktop software applications to generate spreadsheets, reports and other documents as required; Compiles data and produces reports and statistics as required; undertakes basic analysis and identifies key findings
- Answers phone and in person inquiries and routes to appropriate staff members if required; Replies to general information requests accurately and in a timely manner.
- Provides clerical and administrative support to management and other staff: Arranges meetings, schedules appointments and makes travel arrangements; books rooms for meetings. Prepares agendas and takes minutes at meetings as required.
- Performs word processing, data input and typing support to prepare correspondence, meeting minutes, forms, client information, thank you and appointment letters and internal memoranda.
- Complete other related duties as required.

Skills

- Excellent interpersonal skills: ability to work independently, collaboratively, and from a feminist perspective.
- Excellent verbal and written skills.
- Ability to relate non-judgmentally with people from diverse backgrounds of culture, class, race, sexual orientation, and gender identity.
- Able to maintain strict confidentiality, signing oath of confidentiality.
- Exemplary client-centered and professional business skills, both in person, over the telephone and email.
- Ability to work within a team and develop consensus.
- Strong critical thinking and problem-solving skills
- Strong time management and exceptional organizational skills.
- Proficient in use of standard office administrative practices and procedures, including the use of standard office equipment.



- Able to perform technical, specialized, complex, and difficult office administrative work requiring the use of independent judgement and initiative.
- Able to interpret and implement policies, procedures and computer applications related to the work assigned.
- Able to analyze and resolve office administrative and procedural problems.
- Able to perform research and prepare reports and recommendations.
- Able to use initiative and independent judgement within established policy and procedural guidelines.
- Able to communicate effectively with all levels of staffing, the public, and others sufficiently to exchange or convey information in a professional manner.
- Proficiency in Microsoft Office applications and ability to learn new technologies.
- An eye for attention to detail and highly organized
- Ability to work effectively in a fast-paced environment.
- Exceptional analytical skills to sift through high volumes of data and information.
- Ability to work sitting down in front of a computer for long hours every day.
- Ability to keep manage emotions and utilize self-care strategies when encountering difficult situations.

Qualifications

- 1+ years' experience in non-profit, social services or related field
- Grade 12, plus related post-secondary courses in office procedures.
- Combination of education, training, and experience in sector, administration, events, marketing and/or similar role.
- Required Police Record Check: Vulnerable Sector Criminal Record Search
- Class 5 DL and a reliable vehicle

Applications will be accepted until **5:00pm on Monday, April 27, 2026**. While we thank all candidates for their interest, only those selected for an interview will be contacted. No telephone inquiries please. Please reference TAA0426 in the subject line.

STATEMENT OF DIVERSITY

The Ann Davis Transition Society, as an award winning and leading non-profit organization, respects diversity and fosters social inclusion. We strive to deliver inclusive service, affirming the dignity of those we serve regardless of heritage (race, ethnicity, culture, nationality, linguistic origin, place of origin, citizenship, color, ancestry), education, beliefs, creed (religion, faith, spirituality), gender, gender identity, age, sexual orientation, physical or mental health, physical or cognitive capabilities, socio-economic status and political belief.