

Job Title: Office Administration Assistant

Job Description:

Their Opportunity, a children's charity dedicated to providing access to sports programs for underserved youth, is seeking a motivated and detail-oriented individual to join our team as an Office Administration Assistant. In this role, your primary focus will be on supporting office operations and administrative tasks at our head office in Oshawa, Ontario. Your contribution will be crucial in ensuring the smooth functioning of our organization and supporting our mission of empowering children through sports.

Responsibilities:

- Provide general administrative support, including managing incoming calls, emails, and mail, and ensuring timely and professional communication.
- Assist in maintaining office systems, including filing, data entry, and record keeping.
- Manage office supplies and equipment, ensuring inventory levels are maintained and ordering necessary items as required.
- Coordinate and schedule meetings, appointments, and travel arrangements for staff members.
- Assist in organizing and coordinating internal events and meetings.
- Support the implementation and maintenance of digital and physical filing systems to ensure efficient document management.
- Assist in compiling and preparing reports, presentations, and other documents as requested.
- Collaborate with team members to ensure smooth office operations and foster a positive work environment.

Requirements:

- Meet the eligibility criteria outlined on the Canada Summer Jobs website (refer to: [[link: https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/screening-eligibility.html#h2.02](https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/screening-eligibility.html#h2.02)])
- Strong organizational and time management skills, with exceptional attention to detail.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and comfortable learning new software and tools. (Salesforce or other CRM software)
- Reliable, punctual, and able to prioritize and multitask effectively.
- Professional demeanor and ability to handle confidential information with discretion.
- Access to reliable transportation for commuting to our head office in Oshawa, Ontario.



Terms of Employment:

Position: Office Administration Assistant

Employment Type: Contract (Canada Summer Jobs Program)

Duration: 8 weeks, from June 1st to August 31st, 2023

Hours: 35 hours per week

Compensation: \$15.50 Hourly

About Their Opportunity:

Their Opportunity is a national registered children's charity that has the vision to educate, uplift & support children to overcome barriers through the strength of sport & generosity. Since inception, we have helped provide opportunities for over 45,000 children & affected thousands more through our Giveback Program; translating to 585,000+ hours of sport & recreation and 157,500+ hours of community service or engagement.

Their Opportunity hosts a unique Giveback Program where children who receive subsidies or participate in one of our core programs are asked to "pay it forward" within their community through volunteerism. We believe in creating a cycle of generosity, where active youth are empowered to give back to help build healthier communities.

To apply for this position, please submit your resume by email to Claudia Guterrez at Claudia@theiropportunity.com, with "Office Administration Assistant" in the subject line.

Contact Information:

Claudia Guterrez

Email: Claudia@theiropportunity.com

Website: www.theiropportunity.com