

## ADMINISTRATIVE ASSISTANT (PART-TIME POSITION)

Founded in 1995, YES Employment + Entrepreneurship is a non-profit community-based organization dedicated to enriching the community by providing English-language support services to help Quebecers find employment and start and grow businesses. We are looking for a committed candidate to fill an administrative assistant position. The ideal candidate will have experience working in an administrative assistant role, is familiar with the non-profit sector in Montreal and is a self-starter who exhibits exceptional attention to detail and is able to adapt quickly to respond to various stakeholder demands and enjoys working with people.

### Position Summary

Reporting directly to the Project Manager, the Administrative Assistant handles routine and advanced duties for the Project Manager and Project Coordinator. The Administrative Assistant is responsible for ensuring the project's documents, organizational systems and forms are received, maintained, and updated. They will be responsible for managing all CRM data input and maintenance throughout the duration of the project. While organizing files, creating correspondence, preparing reports and documents, managing calendars to schedule appointments, they will offer general staff support. The Administrative Assistant will have the opportunity to facilitate workshops for project participants on topics relevant to their knowledge and experience. They might engage in event planning and outreach activities when opportunities arise.

### The Duties and Responsibilities Include but are not limited to:

- Assisting with client services, workshops, events, reports, and other related tasks
- Collecting and preparing reports
- Drafting ongoing correspondence with professional contacts and volunteers
- Initiating and fostering contacts with community organizations and corporations
- Drafting ongoing correspondence with professional contacts and volunteers
- Entering data into Dynamics 365 (Customer Relationship Management tool)
- Presenting YES services at community events, universities, job fairs and other outreach as needed
- Maintaining and updating client lists
- Setting-up and maintaining external facilitator and volunteer recruitment system
- Coordinating the distribution and collection of feedback forms
- Replacing the receptionist when necessary
- Assisting with monthly tracking reports
- Other additional ad hoc administrative duties as required

### Knowledge, Skills and Qualifications

- Post-secondary education
- Two to three years' experience working in an administrative assistance role – in the non-profit sector working with diverse populations, experience with vulnerable populations and especially women, is an asset
- Digitally savvy ... CRM/database management, MS Office 365 applications in particular Word, Excel, SharePoint
- Very detail-focused and organized – your high standards are reflected in your work
- Motivated with strong follow through and self-direction on assignments
- Excellent communications skills with a demonstrated ability to multitask and thrive in a fast-paced environment
- Respects and adheres to timelines and deadlines
- Flexible – able to shift gears quickly
- You see attention-to-detail as a way of life and take pride in your work
- Personable, positive, friendly – enjoys working with people with a positive supporting approach
- Strong English writing and communication skills with the ability to communicate in French

**Benefits:** YES is proud of its diverse, committed, focused and respectful staff and volunteers. YES has a dynamic and fast paced work environment and offers its employees:

- 10 paid sick days/personal days per year
- Group Insurance plan (Life Insurance/ Health & Dental/ Disability Insurance), Employee Assistance Plan
- VSRP (Voluntary Sector Retirement Plan)
- Closed between Christmas and New Year
- 11 Statutory holidays
- Professional development opportunities
- Hybrid work model

## How to Apply

Send both your cover letter and resume to [fa@yesmontreal.ca](mailto:fa@yesmontreal.ca)

Only those candidates chosen for an interview will be contacted.

YES is committed to equal opportunity employment and encourages applications of all backgrounds to apply.

**YES Employment + Entrepreneurship**

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