



**JOB DESCRIPTION**                      Administrative Assistant  
Bargaining Unit Position • CUPE LOCAL 5218

**LOCATION**                                      Scarborough, ON

## WARDEN WOODS COMMUNITY CENTRE

Warden Woods Community Centre (WWCC) is a multi-service agency governed by a local Board of Directors and funded by all three levels of government, the United Way, and other generous partners. The Centre provides over 50 programs and services to over 6000 clients annually out of our main Centre and several satellite locations.

## POSITION SUMMARY

Reporting to the Manager, Seniors and Assisted Living, the Administrative Assistant /Outreach responsible for providing departmental administrative support and outreach support.

To be eligible, students must:

- Be between 18 and 30 years of age at the start of the employment
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the immigration and Refugee Protection Act 3
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations
- Provide proof that they have received two doses of government approved COVID vaccines and adhere to masking and social distancing guidelines

## RESPONSIBILITIES

- Maintain electronic and hard copy filing system
- Ensure department statistics are up-to-date and assist with entering into CIMS
- Answer calls from clients regarding their inquiries
- Community relations and outreach activities for program departments including posting of flyers for special events
- Event planning, administration, set-up/take-down and support
- Assist with preparing of promotional materials
- Participate in special projects and initiatives and take on other duties as assigned

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## QUALIFICATIONS

- Be currently enrolled in post-secondary education
- Competent communication skills – oral and written English
- Knowledge of Microsoft Office applications
- Ability to work in diverse environments within an anti-oppression, client-centred framework

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## COMPENSATION AND HOURS OF EMPLOYMENT

\$15.00/hour @ 35 hrs/week

Start date: May 16 / End date: August 30, 2022 (15 weeks)

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## APPLICATIONS

WWCC is an equal opportunity employer committed to gender equality and social inclusion in our workplace. All qualified applications will receive consideration without regard to sex, gender identity, gender expression, sexual orientation, race, ethnic origin, colour, religion, nationality, disability, age, or any other characteristic protected by applicable law. We encourage all qualified persons to apply, particularly Indigenous peoples, persons with disabilities, ethnic minorities, visible minorities, and others who share our values and contribute to fostering an inclusive and diverse workplace. Please notify us as soon as possible of any adaptive measures you might require at any stage of the recruitment process.

### **This is a bargaining unit position-CUPE 5218**

The successful candidate must be fully vaccinated against COVID-19. A police reference check is required prior to commencing employment.

In your cover letter, please ensure that you explain why you would like to work at Warden Woods Community Centre and why you are qualified for the position as tied to the responsibilities listed above. Please submit your cover letter and resume as one file noting "Administrative Assistant" in the subject line to [summerjobs@wardenwoods.com](mailto:summerjobs@wardenwoods.com)

While we thank all who apply, only those selected for interviews will be contacted