



**Idahh • Learning Disabilities
Association of Halton-Hamilton**

The right to learn, the power to achieve

Volunteer Office Administration Assistant - Job Description

Overview:

Under the supervision and direction of the Executive Director or Resource Manager, the Office Administration Assistant will assist in fulfilling the operations and functions of the organization.

Primary Responsibilities/Duties:

Assists with general office duties including but not limited to:

- General data entry
- Updating databases and lists as needed for efficient record keeping (Microsoft Excel and MailChimp)
- Maintain records by filing and labeling documents in paper and electronic form
- Photocopying
- Telephone communications
- Assisting with the preparation, reproduction, and emailing of notices for events, news, or programs
- Updating documents as needed

Expectations:

- Responding to assignments and requests as needed
- Exercise tact, discretion, and confidentiality
- Willing to learn new things
- Good telephone etiquette
- Can work in a timely and efficient manner
- Ability to interact well with others and work as a team player
- Ability to work independently

Time Commitment: Part-time or as needed (on call)

- Duties will be carried out at our Resource Centre in Burlington, with the potential to work remotely on an occasional basis (must have access to computer, high speed internet access and Microsoft Office software)

Skills and Experience:

- Experienced and skilled with computers (Microsoft Office)
- Prior experience working in an office
- Proficiency in navigating the internet
- Ability to organize and set priorities
- Strong written and verbal communication skills
- Familiarity with MailChimp email marketing service is an asset
- Knowledge of QuickBooks or other accounting software an asset
- Experience with WordPress web design software an asset

Interested applicants are asked to submit a General Volunteer Application (online form available at www.LDAH.ca on the 'Volunteer' Page). Interview may be required.