



Administrative Assistant

15 hours a week at \$17.00 an hour

(This is a one-year casual position with an opportunity for renewal)

Applications due by noon November 16th, 2021 email: mentoring@kentville.ca

The Administrative Assistant is provided direction by the Mentoring Plus Coordinator of The Mentoring Plus Strategy. This position requires a motivated and organized individual with knowledge of Kentville and Kings County.

Duties and Responsibilities:

- Work with the coordinator to identify, recruit and train retirees.
- Development and maintenance of regional strategy database (programs/mentors/mentees).
- General office administration duties including responding to correspondence, scheduling meetings and ordering office supplies.
- Prepare agendas for meetings and event schedules
- Record, compile, transcribe and distribute minutes of meetings
- Assist Coordinator with planning and set up of meetings, workshops, community events and mentoring sessions, including contacting participants and handling registration requirements.
- Other responsibilities identified by the Mentoring Plus Coordinator.

Position attributes:

- Detail orientated and strong organizational skills with ability to prioritize tasks and meet deadlines.
- Flexible with working casual hours.
- Strategic thinker with knowledge of the community.
- Experience with setting up events/workshops.
- Ability to work independently and be a supporter and contributor of a larger team.
- Comfortable and conscientious working with diversity of individuals and variety of age groups.
- Ability to travel within a geographic area.

Qualifications

- Skilled in Microsoft Office Suite (word, excel, powerpoint, outlook), Social Media (Facebook, Instagram, Twitter, LinkedIn), Online Video Communications (Zoom)
- Leadership experience and mentoring-minded.
- Demonstrated experience and ability to work effectively with community groups, partners, stakeholders, and volunteers.
- Possess excellent oral and written communication and organizational skills.
- Possess effective interpersonal and people skills.
- Must have a valid driver's license and access to a vehicle.
- Must agree to a police background check.

Education

- Completion of a post-secondary/community education, or related work and professional development experience, in: Community Development, Administration, Education, Business, or related fields.

This is an equal opportunity position. Only those applicants that meet the criteria will be contacted for an interview. For more information about the Mentoring Plus Strategy please visit www.mentoringplus.ca.

Email resume to: mentoring@kentville.ca by noon Tuesday November 16th, 2021.