



**African Women's Alliance
of Waterloo Region**

23-500 Fairway Rd S, Kitchener, ON N2C 1X3

Administrative Assistance – Job Description

Application Deadline: March 24, 2023

The African Women's Alliance of Waterloo Region (AWAWR) is seeking to expand its team and is actively seeking an energetic individual to carry out administrative duties to support our programs and activities in the community. This is a Part-time Position with hours to be determined as events unfolds God willing. Anticipated start date is as soon as a suitable candidate has been selected.

Job Description:

Reporting to the Executive Director, the Administrative Assistant will work with board, staff and volunteers.

Primary Responsibilities:

- 1, Development and Management of Programs
- 2, Administrative Duties – Operational Planning and Management
- 3, Event Planning and Community Engagement
- 4, Website and Social media upkeep
- 5, Maintain Volunteer and Membership Database
6. Any other duties assigned
- 7, Complete a detailed weekly timesheet to the director

We are looking for:

- 1, A strong sense of loyalty to the mission and vision of the alliance
- 2, Post secondary qualification
- 3, Experience in office setting and management
- 4, Ability to maintain discretion with confidential information



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- 5, Strong organizational skills with ability to meet set deadlines
- 6, Strong inter-personal skills and team spirit
- 7, Exceptional attention to details
- 8, Strong communication skills – both written and verbal
- 9, Proficiency with Microsoft, Google, Zoom and other social media – a Must
- 10, Completion of a Vulnerable Sector Check will be required of the successful candidate
- 11, Respectful and professional behaviour

What we offer:

- 1, Opportunity to develop and grow within the organization
- 2, Opportunity to meet and work along side great people in our region
- 3, Friendly atmosphere and support

Application Process:

The hiring for this position will be done through the World Wide Opportunities for Women Inc. for the Alliance. African Women's Alliance is a strong equal opportunity employer however only qualified applicants will be considered for this post.

Qualified individuals are invited to submit a resumé and cover letter to the alliance at: outreach.afrowomen@gmail.com by 11pm on Friday, March 24, 2023.

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