

IWOO is hiring!

Administrator Assistant

About the Iranian Women's Organization of Ontario:

IWOO is a non-profit, charitable organization which believes through the empowerment of women and the most vulnerable we are able to build better communities and positively contribute to the overall health of our society. Since 1989. We have developed and delivered programs and services that have provided meaningful engagement, dialogue and support for seniors, newcomers, LGBTQ+, youth and many others. IWOO continues to build capacity as we serve more in our community. We are guided by the Human Rights Code of Ontario and abide by strict anti-oppression and anti-harassment policies.

Who we are looking for:

- The eligible candidate must be between the age of 15 and 30 years old.
- Must be legally permitted to work in Canada as a Canadian citizen, permanent resident, or a person on whom refugee protection has been conferred under the immigration Refugee Protection Act.
- The eligible candidate will work for 8 weeks, 35 hours per week.
- The wage is \$15 per hour.

Duties include but not limited to:

- Lead and manage IWOO's database of members, past and present donors, volunteers, and ensure records are up to date and accurate
- Input data from Calls and workshops and programs into organized Excel Sheets
- Provide direction on best practices, programs and software to be used and implemented.
- Strong organizational and time management skills with ability to meet deadlines and plan reasonable objectives
- Flexible schedule, being open to weekend and evenings
- Provide assistance in Outreach activities including interacting with clients through social media
- Providing support and assistance for a successful delivery of workshops and making report;
- Providing assistance to reply emails and phone calls
- Providing support and assistance for making brochures and informational documents
- Schedule and confirm appointments, meetings, and deadlines

Requirements:

- Capable of using software and/or web applications for data management activities including knowledge of office in Microsoft Word, Excel, PowerPoint, etc.
- Ability to work effectively and collaboratively in a team environment and with staff, board of directors and volunteers
- Excellent customer service skills, including both verbal and written interpersonal communication skills
- Exceptionally self-motivated, self-directed and carries a can-do, positive attitude
- Deadline oriented with strong attention to detail
- Fluency in both English and Farsi is required
- Able to work hybrid model

Please send your resume and a cover letter and two references to Info@iwontario.com by no later than May 4, 2022.

Please state "Applying for Summer Job: Administrator Assistant" in the subject line of the email.

We thank all applicants for their interest; however only those selected for an interview will be contacted.