

## Job Posting

**Title:** Administrative Assistant; term position until mid 2023

**Organization:** Second Story Women's Centre

**Location:** Lunenburg, Nova Scotia

**Status:** 22 hours weekly on average



**Organization Profile:** Second Story Women's Centre is located in historic Lunenburg, Nova Scotia. Our mission is to respond to needs by providing programs and services within safer spaces and advocating for social and systemic change. We work towards equality and respect within a person-centred environment and support women and gender-oppressed people's rights to make their own decisions. We are seeking a committed, innovative and supportive feminist to become our new Administrative Assistant.

**Job Description:** The Administrative Assistant is responsible for the Administrative functions of the Centre. The Administrative Assistant supports successful relationship building of the organization according to the strategic directions set by the Board of Directors and staff.

Primary responsibilities will include

- General administrative functions of the organization; including but not limited to answering phones and greeting clients
- Promotion of the Centre
- Community development and social advocacy

## Qualifications

### **Knowledge, skills and abilities**

- Strong organization and initiative skills
- Strong interpersonal and communication skills
- Proficient in the use of computer technologies
- Ability to work collaboratively within a consensus-based decision-making model
- Strong advocacy skills and the ability to effectively represent the organization to a variety of stakeholders, funders, and the community
- Knowledge of intersectional feminist theory and practice
- Knowledge of local and/or provincial resources and networks as they relate to the organization's mission
- Ability to think critically and independently

**Experience:** 2 or more years of administrative experience within the non-profit or public sectors.

**Personal characteristics** - approachable, flexible, ethical, innovative, reliable, diplomatic, collaborative, compassionate, enthusiastic, passionate about gender issues

### **Work Conditions**

- The Administrative Assistant works 22 hours a week (Monday to Thursday), but may occasionally be required to work flexible hours to accommodate needs.
- **Salary** is \$18/hour.
- **Start Date** is ASAP.

If you are interested in this opportunity, please forward your application package to the Hiring Committee at [exec@SecondStory.ca](mailto:exec@SecondStory.ca) on or before **Wednesday, January 13, 2021 at 4:00pm.**

The package should include:

1. Cover letter
2. Resume
3. The names and contact information of three (3) direct supervisors within your most recent places of employment

Second Story Women's Centre would like to thank all applicants, however only those who qualify for an interview will be contacted.