



Job Title: Administrative Assistant
Facility: Canadian Mental Health Association
Reports To: Director of Finance
Bargaining Unit: BCGEU
Grid/Wage: Grid 5/\$20.50 - \$22.64/hr.
Classification: Regular Full Time (36 hours per week)

Job Posting Start Date: November 10, 2021
Job Posting End Date: November 18, 2021
Start Date: TBD

ORGANIZATION OVERVIEW

The Canadian Mental Health Association (CMHA) Vernon & District Branch, which is a part of a provincial and national organization, is a non-profit organization focused on the promotion of mental wellness in the community of Vernon, and surrounding areas in the North Okanagan. We believe in empowering individuals, groups, and communities in self determination to enhance their mental health. CMHA facilitates access to the resources people require to improve mental health and community integration, build resilience and support recovery from mental illness through building capacity, influencing public policy, providing services and supports and developing resources. We are committed to providing an environment that is free from prejudice, discrimination and harassment. We strive to reflect the entire community in our volunteers and staff and promote equal access to the services we provide.

JOB SUMMARY

The administrative assistant will perform diverse and confidential administrative support for several departments in the organization. The successful candidate will have a solid foundation in bookkeeping and will exhibit a kind professionalism while assisting participants in navigating our programs. This position requires strong attention to detail and accuracy, strong database experience, the ability to multitask and consistently meet deadlines.

DUTIES AND RESPONSIBILITIES

- Provide administrative support for HR, Finance, Rehab and Wellness, Employment Programs and Housing
- Maintain confidential hard copy and electronic, participant and employee records using database software
- Take minutes of meetings as required
- Schedule meetings and appointments
- Perform receivables, payables, and other accounting clerical tasks
- Maintain statistics on program expenditures as required
- Assist in preparing and formatting reports, documents and letters using a variety of software programs including but not limited to Word, Excel, PowerPoint, Payworks, SnapAP, and Sage 300
- Organize regular team meetings including the preparation and distribution of documents
- Perform other related duties as required

QUALIFICATIONS**Education, Training & Experience**

- Grade 12 Diploma
- Office Administration Certificate or recent related experience of at least two years
- Strong bookkeeping skills is an asset
- Strong technical skills in Microsoft 365
- Knowledge of Sage 300

Knowledge, Skills & Abilities

- Ability to organize and prioritize with excellent attention to detail
- Ability to communicate effectively, both verbally and in writing
- Physical and mental ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to meet deadlines
- Ability to handle diverse project initiatives concurrently
- Ability to establish and maintain rapport with volunteers, participants, professionals, coworkers and the public

CMHA Vernon is committed to building an inclusive workplace and community and seeks candidates who share our commitment to equity, diversity, and inclusion.

Please send your resume to careers@cmhavernon.ca