



Admin & Operations Assistant

Job Description

*Part-time up to 21 hours per week @
\$21-25/hour (based on level of experience)
6 Month contract with option for renewal*

About us

Established in 2007, FSK & Associates has been operating as a non-profit and charity capacity builder that offers organizations, of all sizes opportunities to engage, support, and grow endeavours towards creating a brighter and more equitable future for all people.

Our work has primarily worked on ensuring that marginalized communities, Black, Women, Muslim and People of Colour, led and serving organizations are able to get ahead and are equipped with the knowledge, tools and resources required to be effective in offering programming and services to their respective communities. We also stand as allies to all first nations and indigenous peoples.

Position Summary

The Admin & Operations Assistant will be highly organized with a strong work ethic, strong attention to detail and a demonstrated flexibility in organizing and undertaking work; show a high degree of initiative, independence, discernment, creativity and resourcefulness; exhibit excellent communication and relational skills; be focused on delivering a high-quality support and care for the Principal Consultant and senior members of the executive team as required. The person will be passionate about the work and will have a “roll up your sleeves” attitude to support when and where help is needed.

Key Responsibilities

Administrative Tasks

- General administrative duties as required to ensure smooth operations including notetaking, developing proposals/ slide decks for presentations, support with grant applications and form completion (as required)
- Work with other Senior Associates on a project and provide admin support – when assigned and/or when required.
- Support with managing staff task management & up to date personnel files
- Coordinating with bookkeeper /finance professional as required
- Support the Principal Consultant in HR processes as needed
- Other duties as assigned

Operational Tasks

- Managing Itinerary and coordinating Principal Consultants daily calendar
- Running errands to support as required to prep Principal Consultant with daily tasks and meetings
- Support with prep for meetings and community events
- Booking and arranging travel, transport, accommodation and meals

Requirements

- Highly organized and ability to work independently in person and in a virtual office setting and self-manage to achieve aggressive goals while being a strong team player.
- The ability to cope with and embrace change, risk, ambiguity, and uncertainty.
- Ability to work in a fast pace and start up environment
- Stress tolerance due to fluctuations in workload – sometimes requiring overtime hours.
- Demonstrated ability to function effectively in a multi-team environment
- Strong problem solving, decision analysis, and interpersonal skills
- Ability to work independently with minimal supervision while providing timely communication of status and issues
- Ability to deliver results within specified deadlines
- Demonstrates sound judgement including the ability to identify, analyze and solve problems independently.
- Customer service oriented with a demonstrated ability to establish effective working relationships with staff, senior management and external contacts.
- Excellent verbal and written communication skills.
- Ability to drive and have access to a vehicle is required.

Education and Experience

- The successful candidate must possess excellent problem solving and organizational skills and have the ability to work well under pressure, meet deadlines and work with minimum supervision.
- Post-secondary diploma or college degree and/or similar previous work experience is an asset.
- Previous work experience in the non-profit sector is an asset.
- Previous work experience in an office environment is an asset.
- This position demands meticulous work standards and exemplary interpersonal skills.
- Candidate must possess excellent communication skills, both written and oral.
- Strong knowledge of Microsoft word, Excel and outlook is required.
- Knowledge of general administrative and clerical procedures;
- Knowledge of customer service principles and practices;
- Strong keyboard skills;
- Strong mathematical ability.

Working Conditions

- Working in person and online virtually with flexible hours – typically between 9am-5pm with some evenings and weekends as required

How to Apply

Interested applicants are asked to email us at principal@fskassociates.ca with a cover letter and copy of your resume before 12PM EST on Feb 1, 2024. Please note that only candidates selected for interviews will be contacted. Please include: Admin & Operations Assistant in the subject line of the email.

FSK & Associates (Company) is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Company is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.