

Event Administrative Assistant

Full Time – Ontario Provincial Office

Have you heard about our big changes? That's right Girl Guides of Canada- Guides du Canada has just launched a new vision, mission, look and feel as it continues to provide a safe space to empower girls to be "Everything she wants to be". With our new vision of "A better world, by girls" and our mission "To be a catalyst for girls empowering girls", we are excited to build on our 100+ year history to ensure that we are relevant to today's girl. Guiding is where a girl can shine as she takes the lead, explores new challenges and meet the most important person in her life, herself – all with the support of girls and women who will be by her side every step of the way. Her next adventure starts with Guiding, does yours?

To support our new mission, we are currently seeking an Event Administrative Assistant to support our amazing adult members plan girl-centered events and activities. As staff, we want to support our volunteers by managing the processes and paperwork so they can focus on delivering events that will WOW our girl members. If you are a person who is super organized, detail oriented, and who loves working with people, please read on.

As part of our Event team, you will process a high volume of phone calls and emails every day. You will need to provide timely and focused administrative support to both our volunteers and Event Coordinators to ensure daily processes and requests are completed with accuracy.

If you thrive on keeping things organized, with great attention to detail, along with patience and empathy to help busy people understand processes, all while working with a team of highly committed colleagues who are putting the girl at the center of everything they do, then this role might be a great fit for you. Make sure that you have the Basics before you apply...

The Basics

- Related degree or diploma (Business Administration, Event Management, Volunteer Management) or equivalent work experience
- 1-2 years' experience working in an office environment
- Intermediate knowledge of MS Office – Word, Excel, OneNote and Outlook
- Demonstrated ability to provide excellent customer service
- Strong data entry skills that combine attention to detail, low error rate and speed
- Skilled at setting priorities and managing time
- Familiarity with Girl Guides of Canada and experience in the voluntary sector is an asset

Final Details

- Full time, starting immediately – competitive salary, benefits, and pension
- Located at 180 Duncan Mill Road, Suite 100, Toronto
- Typical office hours 8:30 to 4:15 M-F
- Reports to the Event Administrative Manager

If this role sounds tailor made for you, it is time to send us your story.

Please submit your cover letter (tell us why you are our best choice for this job) and your resume to humanresources2@guidesontario.org and use Event Administrative Assistant as the subject line. Deadline to apply is Monday, September 23, 2019 at 9:00 am.

We thank everyone in advance who takes the time to apply to this role, but unfortunately we will only be able to contact directly those selected for an interview.

