



Administrator (part time) – JA Ottawa

Consider joining the dynamic and creative team at the Ottawa Network for Education.

The Ottawa Network for Education (ONFE) is a non-profit charitable organization that develops innovative collaborative programs to enrich public education in Ottawa. Working with partners from business, education, government and the community, ONFE has launched over 40 programs since its inception in 1985. ONFE also acts as a catalyst for discussion and collaborative action around local education issues.

If you care deeply about our community and helping students achieve their full potential, consider joining us!

ONFE is proud to partner with JA Canada to deliver JA programs in Ottawa.

Junior Achievement Canada (JA) is a non-profit organization that provides business education to youth. The mission of JA is to inspire youth to make better financial decisions, start a company, develop a career plan and express their innovative spirit.

JA Administrator

We are looking for an enthusiastic and energetic team player to support the JA Ottawa team. The JA Administrator will provide a range of supports including: screening and placement of volunteers, communicating training sessions, maintaining our database, reporting and assisting in the preparation of JA program materials.

This person is highly organized, detail-oriented and skilled with time management. Strong interpersonal skills, proven problem-solving abilities and the ability to multi-task are keys to success.

Key Responsibilities:

- Complete reference checks by telephone and e-mail;
- Ensure all volunteer paperwork is completed;
- Assist users with online registration;
- Database experience imperative (Raiser's Edge desirable)
 - Update and create programs;
 - Update volunteer, educator and student profiles and program status;

- Provide reports as required; and
 - Create and manage queries.
- Update and maintain JA web pages and collateral;
- Prepare JA materials and documents for programs;
- Deliver and pick up JA materials;
- Keep track of JA program kits; and
- Support Director with monthly JA program delivery reporting
- Support JA team for
 - Recruitment of new volunteers
 - Fundraising activities

Required Skills/Experience

- Minimum three years of related experience working in Administration;
- Must possess high level of accuracy, attention to detail and ability to handle multiple projects
- Work well with a small team in a fast-paced environment
- Superior written, communication and interpersonal skills
- Ability to quickly and willingly adapt to evolving priorities and timelines
- Ability to take initiative and plan in advance
- Strong computer literacy skills including Microsoft Office Outlook, Word, Excel
- Extensive experience with CRM or database;
- English verbal and written communication skills essential
- French verbal communication preferred; French writing is an asset.
- Valid driver's license and access to vehicle is an asset

Employment is conditional on a satisfactory Police Records check, which is required within two weeks of acceptance of an offer.

This is a part-time contract position, 2 days per week from February 2019 to December 2021 (with 6-8 weeks of unpaid leave annually in July and August).

Interested candidates may submit a resume with cover letter to hr@onfe-rope.ca.

The application deadline is 4:00 p.m. on Wednesday, January 9, 2019. Competition will remain open until the position is filled.

We thank applicants for their interest, however, only those selected for an interview will be contacted. To learn more about the Ottawa Network for Education, please visit our website at <http://www.onfe-rope.ca>.