



JOB POSTING

JOB TITLE:	Administrative Assistant
STATUS:	18 month contract – Part Time (25 hours per week)
POSITION LEVEL:	Level 2
SALARY RANGE:	\$31,715.83 - \$42,623.43 annually
HIRING RANGE:	\$31,715.85 - \$36,767.34 annually
JOB LOCATION:	CITYKIDS and EarlyON Child and Family Centre Robertson House – 32 Heath Street West, Toronto

About Mothercraft: Since 1931 Mothercraft has been a leader in supporting healthy child development, working with our many community partners to meet the changing needs of families. We are committed to excellence, continually testing new concepts and ideas related to healthy child development. We are known for our ability to translate these critical research learnings into everything we do – from our high quality child care and enrichment programs, to our supports for children and families with special needs, and specialized training programs for child care providers and other professionals. Mothercraft values diversity and strives to create an environment that is welcoming and inclusive.

About CITYKIDS and EarlyON CFC Department: CITYKIDS is a network of agencies working together to provide single point access, coordinated intake and service delivery to children with special needs and their families. We serve children from birth to 6 years of age, and children from 6 to 12 years of age attending childcare, who reside within the Greater Toronto Area. EarlyON Child and Family Centre provides opportunities for children from birth to 6 years of age to participate in play and inquiry – based programs, and supports parents and caregivers in their roles. It offers safe and welcoming environments open to all families. Families and caregivers will be able to find support, advice, make personal connections and access a network of resources.

Position description:

- Reporting to the Manager, EarlyON, the Administrative Assistant provides administrative/clerical support to the CITYKIDS and EarlyON Programs
- CITYKIDS Department:
 - Responsible for receiving and processing referrals made by community professionals, physicians and families
 - Review documents and input client and service data into a web-based database
 - File necessary paper work
 - Assist with the administration of client intake
- EarlyON CFC Department:
 - Support reception duties including greeting guests
 - Answer inquiries about Mothercraft and the EarlyON CFC Program
 - Redirect phone calls to appropriate Mothercraft staff
 - Provide registration support

Your experience includes:

- Completion of High School and/or OSSD, a degree in Administration is an asset
- One year minimum of computer administrative/clerical work and customer service experience
- Working knowledge of Microsoft Office Suite and experience managing a database
- French speaking skills and experience and/or knowledge of children with special needs is an asset

You're often described as:

- A strong communicator with skills in written and verbal communication
- Detail oriented and organized
- Very reliable
- Strong problem-solving skills
- Excellent ability to prioritize tasks and multitask

To apply, email your resume to careers@mothercraft.org by **July 19, 2019**. Please quote **"CITYKIDS/EarlyON CFC – Admin Assistant"** in the subject line. Internal candidates please quote **"Internal – Administrative Assistant"**.

We thank all applicants for their interest. Only short listed candidates will be contacted.

As part of our ongoing commitment to the Accessibility for Ontarians with Disabilities Act, Mothercraft will provide assistance to applicants who request accommodation throughout the recruitment process.