



Administrative Assistant – RAD Renovations Program

Fulltime (37.5 Hours)

Accessible Housing opens doors for people with limited mobility to enhance dignity through accessible homes that are appropriate and affordable. By providing a continuum of housing and supports, we work to ensure that everyone has a home and belongs in community.

Job Overview:

Reporting to the Client/Program Coordinator, the Administrative Assistant supports the RAD (Residential Accessible Design) Renovations team in the planning, coordination, and execution of the RAD Renovations Program.

Responsibilities:

- Managing program inquiries by providing telephone, email and walk in information to prospective clients about the program including funding eligibility requirements, how to apply and assistance with referrals
- Managing and responding to RAD main phone line as client liaison
- Administering the screening and intake process for applications to the program
- Scheduling home assessments and managing outlook calendars
- Creating home assessment packages and printing program forms
- Scanning, organizing and filing client and program documentation
- Creating, populating and updating client folders in online team collaboration tool
- Maintaining data tracking and other reporting to support assessment of program outcomes using Excel spreadsheets
- Communicating with clientele from vulnerable populations
- Meeting with clients onsite to conduct project completion process
- Contacting clients to conduct exit surveys for post program evaluation
- Coordinating and assisting with RAD special projects and initiatives as assigned
- Organizing and participating in out of office RAD volunteer events (creating information packages, assisting with table set up and presentations)
- Other administrative and related duties as assigned

Qualifications:

Education and experience

- High School Diploma or equivalent
- 2-3 years' experience as an administrator
- Experience in construction is an asset
- Experience with vulnerable populations is an asset

Skills and attributes

- Understanding of and commitment to confidentiality
- Ability to take initiative and meet deadlines
- Energetic self-starter
- Highly organized
- Excellent spoken and written English language skills
- Efficiently work independently under minimal supervision and in teamwork setting

- Adaptable communication skills with various populations including vulnerable sector
- Must be comfortable contacting clients by phone and in person
- Highly proficient with word processing, spreadsheets, and other computer software including Microsoft Office'
- Strong problem solving skills and acute attention to details
- Highly proficient in research and presentation skills
- Proven commitment to the values of community, leadership, empowerment and compassion
- Satisfactory Criminal Record Check
- Valid Driver's License (Class 5) and access to a reliable vehicle

Working Conditions

- This is primarily an office based job, with travel. A driver's license/car is required

Physical Requirements

- This position may require some light to moderate lifting, up to 50lbs

Application Information

If you are looking for a rewarding career at a growing organization, please apply with your resume and cover letter and cite **Administrative Assistant – RAD** in the subject line. Applications can be sent to resume@accessiblehousing.ca

Only those selected for an interview will be contacted.

Closing Date for Applications: Until a suitable candidate is found.

Accessible Housing employees enjoy competitive compensation, extended health and dental benefits, a matching RRSP after one year of service, an accelerated schedule for earning additional vacation days, your birthday off, and a flexible work environment.