Alternatives for Women
PRINCE EDWARD COUNTY, ON

Job Posting

Alternatives for Women, a feminist organization, provides Second Stage Housing, counselling, and transitional services to women who have experienced intimate partner violence. AFW is located in Picton Ontario and is seeking female applicants for the following position:

Administrative Assistant / Housing Coordinator – Contract – Full Time 35 hours a week
Hourly rate ranges from $26.76-$28.11- Benefits program provided.

The Administrative Assistant / Housing Coordinator (AAHC) is responsible to the Executive Director and will provide administrative and financial management support to the organization five days a week for a period of 6 months (position may be extended). The AAHC will also manage the general maintenance of the Kiosan Second Stage Housing buildings, and coordinate resident placement.

Responsibilities

- Maintain accurate accounts payable, disbursements, invoice records and journal entries.
- Complete bank deposits, account reconciliations, and process donations.
- Establish and maintain accurate petty cash floats and records.
- Liaise with the Executive Director on operating budgets.
- Provide Board of Directors with monthly financial statements.
- Provide administrative services to the Board of Directors and AGM preparation.
- Collect, distribute and respond to correspondence as directed by the Executive Director.
- Complete word processing/computer tasks including but not limited to: administrative and statistical forms; maintenance of policy and procedures manuals; development and maintenance of the agency database, such as agency mailing list.
- Monitor, assess and coordinate maintenance and repairs required at Kiosan buildings.
- Provide/assist clients with Kiosan housing applications and program forms.
- Calculate geared to income rental fees and liaise with social services.
- Ensure that the rules and regulations of the Kiosan program are maintained by conducting regular resident's meetings and fire checks.
- Issue written reminders and eviction notices as instructed by the Executive Director.

Qualifications and Requirements

- Post Secondary Education in Finance/Accounting, or equivalent through combination of relevant education and related experience.
- Understanding of Accounting Standards for Not-for-Profit organizations.
- Strong experience working with accounting software – Quick Books would be an asset.
- Advanced working knowledge of Microsoft Excel is required.
- Ability to promote teamwork and strength in a staff group, as well as work autonomously
- Effective oral and written communication skills

- Knowledge of community services
- Current CPR / First Aid Certificate
- Criminal Background check with Vulnerable Sector

Assets

- Knowledge of, familiarity with and/or experience in the Violence Against Women sector.
- Demonstrated commitment to women's issues and the anti-violence movement.
- Understanding of and commitment to working within an intersectional feminist, anti-racism, anti-oppression framework understanding the social, economic and political context of gender-based violence.

Forward resume and cover letter to the attention of:

Emily Cowan, Board Chair
Alternatives for Women
Email: info@alternativesforwomen.ca

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted.