

## **Job Description – Administrative Assistant**

Employment Type: Permanent Full-Time

Hours: 32 hours per week - Tuesday to Friday with occasional evening and weekend events

Location: Primarily in-person, with occasional virtual work options

Salary is: \$23.29/hour

## **About Marillac Place**

Marillac Place is the only 24/7 staffed transitional shelter in Waterloo Region specifically supporting women who are pregnant or parenting an infant under two and experiencing homelessness, regardless of their age, race or the circumstances that led them to homelessness. We work with women with mid-high acuity needs, offering trauma-informed residential care, life skills programming, and wraparound supports in a congregate living environment. For over 30 years, we have been helping women with young children move from crisis to stability by providing shelter, parenting education, and life skills development.

Our Mission: We empower woman who are pregnant or parenting a young child and experiencing homelessness in Waterloo Region through:

- Providing a safe living environment;
- Establishing healthy relationships; and
- Enhancing parenting skills, health outcomes, and community connections.

Our Vision: Every woman who is pregnant or parenting a young child, and experiencing homelessness, will achieve a brighter future.

Our Mandate: Marillac Place provides transitional housing for women aged 16+ who are pregnant, parenting a child under two years old, or who are attempting to regain care of their child. Residency is permitted for up to 12 months.

## **Position Summary**

The Administrative Assistant plays a key role in supporting the smooth operation of the organization. Reporting to the Senior Office Administrator, this role focuses on administrative duties, donor stewardship, office operations, and communications, ensuring that day-to-day functions run effectively and that the organization maintains a strong, visible presence with donors, partners, and the community.

Working alongside the Senior Office Administrator, this position ensures that administrative and donor-related functions are well-coordinated.

## **Key Responsibilities**

### **1. Administrative & Office Support**

- Serve as the first point of contact by responding to incoming inquiries (phone calls, voicemails, emails, etc.) and redirecting as appropriate.
- Coordinate office and facility maintenance, liaising with vendors and service providers.
- Maintain office inventory and supplies (stationery, program/house supplies, gift cards, postage, etc.)
- Support staff in scheduling, meeting logistics, and professional development registrations.
- Assist with the accurate entry of invoices and receipts into QuickBooks Online, ensuring proper coding, documentation, and timely processing.
- Prepare and complete regular bank deposits, ensuring accuracy and proper documentation.
- Review and digitize historical paper records by uploading them to SharePoint, and coordinate secure disposal of documents older than seven years.

### **2. Donor & Fundraising Support**

- Process incoming donations, prepare receipts, and manage donor acknowledgements and mailings.
- Maintain donor database, ensuring accurate and up-to-date records.
- Support donor stewardship by assisting with research, thank-you communications, and relationship-building efforts.
- Provide logistical support for fundraising events and campaigns (registrations, payment processing, vendor coordination, etc.).
- Assist with preparation of donor and fundraising materials, ensuring accurate alignment with financial reporting.
- Travel within Waterloo Region to collect seasonal and event-specific donations and materials.

### **3. Social Media**

- Assist in creating and scheduling engaging content for social media platforms (Facebook, Instagram, LinkedIn, etc.) to promote Marillac Place.
- Capture photos and videos at events and create recap videos and highlight reels.
- Maintain an up-to-date social media content calendar that aligns with nonprofit best practices, ensuring consistent, mission-driven messaging and timely engagement.
- Develop content using Canva for social media posts, newsletters, etc.
- Support the preparation and distribution of newsletters.

#### **4. Program & Organizational Support**

- Provide back-up support for donation reconciliation and reporting in collaboration with the Senior Office Administrator.
- Maintain the volunteer database, tracking hours and documentation requirements (police checks, confidentiality agreements, training records) to ensure compliance with organizational policies.
- Support operations by coordinating in-kind donations and volunteer groups, handling scheduling, records management, recognition, and logistics.
- Attend off-site events as needed, including occasional evenings and weekends.
- Contribute to building a supportive, collaborative, and efficient office environment.
- Attend and actively participate in meetings, including weekly Team meetings and other organizational or committee meetings as required.

#### **Qualifications**

- Post-secondary education in administration, business, or an equivalent combination of education and experience.
- Experience in a nonprofit, fundraising, or donor stewardship role is an asset.
- Strong organizational and time management skills; able to balance multiple tasks and deadlines.
- Excellent written and verbal communication skills with attention to detail.
- Proficiency with Microsoft Office Suite; familiarity with donor databases, QuickBooks Online, or similar systems an asset.
- Experience with social media management and basic graphic design tools (Canva, Hootsuite, and Meta Business Suite).
- Ability to work independently while contributing to a collaborative team.
- A valid driver's license and reliable access to a vehicle are required.
- Ability to sit for extended periods, use stairs, and occasionally lift up to 20 lbs.

#### **Work Environment**

At Marillac Place, you'll be part of a small, dedicated team that provides vital support to young mothers and their children. Our office is fast-paced and mission-driven, with a culture of collaboration, compassion, and professionalism. Staff balance administrative responsibilities with community engagement, working closely with colleagues and partners across the Region. While most work takes place onsite during regular business hours, the role may occasionally require participation in evening or weekend events. Regular use of multiple computer screens is required.

## Why Work for Marillac Place?

### Compensation:

- Starting at \$23.29/hour or \$38,754.56/year.
- Health benefits (employer-paid after a 6-month probationary period).
- Matching RSP contributions up to 3% (after 6-month probationary period).
- 3 weeks' vacation, paid personal days, mileage allowances.

### Employee Benefits:

- Work-life balance, Employee Assistance Program, and professional development opportunities.

### Inclusive Culture:

- Marillac Place values inclusivity, supports staff well-being, and fosters a work environment where employees make a real impact.

We strive to remove barriers that may prevent qualified applicants from fully participating in the recruitment and selection process. Accommodation in accordance with the Ontario Human Rights Code and other applicable legislation is available throughout all stages of the recruitment and selection process. Accommodations will be provided upon request.

Marillac Place is committed to equity for all and to delivering the highest quality service through a qualified workforce that reflects the diversity of the communities we serve. Upon request, we will provide reasonable accommodation in the hiring process to support applicants.

## Application Instructions:

Please submit your cover letter and resume to [admin@marillacplace.ca](mailto:admin@marillacplace.ca) with the subject line: Administrative Assistant

***We thank all applicants. Only those candidates selected for an interview will be contacted.***