

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

## JOB OPPORTUNITY

**Job# TNG2023-40**

<b>POSITION TITLE:</b> MOVID Program Administrative Assistant	
<b>DEPARTMENT:</b> Urban Health and Homelessness Services	<b>STATUS:</b> Regular Full-Time, CUPE 2289
<b># HRS / WEEK:</b> 35	<b>CONTRACT DATES:</b> n/a
<b>REPORT TO:</b> Senior Manager Mobile Community Health Services	<b>HOURLY RATE:</b> \$26.56
<b>EXTERNAL CLOSING DATE:</b> Posted until filled	

**GENERAL DESCRIPTION:** This position provides administrative support to the MOVID Program (Mobile Covid Response-Harm Reduction and Peer Support Program), a mobile harm reduction program. The position also supports the MOVID management team, oversees all program functions, and acts as the central access point for new hires, referrals, and information requests across the team. This position reports to the Manager, Mobile Community Health Services, and is a part of **CUPE 2289**.

### MAJOR DUTIES:

- Assists with administrative duties, such as photocopying, responding to phone calls and general emails about the program, creating and printing flyers, and with other projects as assigned, including, but not limited to, support in the preparation of funding reports and proposal submission;
- Assist with events and meetings including sending invitations, scheduling, minute taking, photocopying, material distribution and arranging refreshments as required;
- Coordinates office supply orders, receiving and monitoring deliveries;
- Monitors and ensures efficient operation of office equipment, and supplies and arranges for repair services or IT support when needed;
- Participates in and supports the recruitment, onboarding, and orientation process of all new peers under hired into the MOVID program
- Handles MOVID peer requests for information with the highest level of confidentiality and customer service
- Processes basic payroll, health benefits (H.S.A), monitors and reports on staff absences and punctuality
- Other duties as assigned

### REQUIREMENTS & QUALIFICATIONS:

- A post-secondary diploma or certificate in a relevant discipline, and/or two or more years of related professional experience
- Community college diploma in a relevant field, and a minimum of 1 year of experience in administrative support to social service programs in a community setting, or the combined equivalent of education and experience
- Ability to communicate effectively with a wide range of people including individuals who are homeless and marginalized, facing mental health and substance use challenges; ability to communicate professionally with, other Managers from the Neighbourhood Group as well as government program representatives, and community partners
- Experience, alignment, and commitment to harm reduction and Urban Health and Homelessness Services Department and The Neighbourhood Group
- Knowledge and ability to work with basic office equipment
- Experience in data collection and spreadsheet management
- Excellent written skills and proven ability to develop clear, concise, and comprehensive written and oral reports; attention to detail
- Demonstrated organizational, interpersonal, oral communication, and relationship management skills;
- Excellent judgment in setting priorities, identifying issues, and determining action required when working under pressure and deadlines
- Familiarity with crisis intervention and prevention, conflict resolution, and negotiation skills is an asset
- Expert knowledge of Microsoft Office package, particularly Word, Excel, and Outlook, as well as internet and e-mail, database, and data backup applications.

**To apply, submit your resume and cover letter with "TNG2023-40" in the subject line of your email to:**  
**careers@tngcs.org**