



May 23, 2024

Office Assistant– Job Posting

REAL Women of Canada, a non-profit, federally incorporated advocacy organization, has an immediate opening for a permanent full-time office assistant in our Richmond Hill, Ontario, office. The position is full-time, approximately 40 hrs a week. This is a hybrid position, involving working two days a week from home and three days a week in an office. The successful applicant will have the opportunity to take an active role in pro-life and pro-family issues.

Qualifications

- Applicant must be in full agreement with the aims and objectives of the organization, (please check out <https://realwomenofcanada.ca/about-us/aims-and-objectives/>)
- **Computer literacy is absolutely essential**
- Excellent typing skills, must be comfortable with taking dictation
- Excellent verbal and written communication skills
- Good vocabulary and grammatical skills
- Proficient with Microsoft Office
- Familiar with Constant Contact (mass email application), Facebook, WordPress
- Ability to multi-task and prioritize
- Ability to self-manage and work independently
- Excellent office organizational skills
- Competent telephone skills

- Ability to work as a team in a small, busy office
- Ability to update content on WordPress site using Avada theme a strong asset
- Would be advantageous to have access to a vehicle

Job Description

Main Tasks

- Taking dictation (emails, articles) / making written edits to typed materials
- Printing emails and materials from the Internet
- Filing
- Compiling weekly newsletter email in Constant Contact (mass email service, follows an established template)

Supplementary Tasks

- Posting articles on a WordPress site
- Ordering office supplies
- Writing yearly office report/occasional reports required by partner organizations
- Some legal secretary responsibilities (extensive direction provided)
- E-mailing materials to other staff/volunteers
- Organizing/backing up computer files
- Occasional Internet research
- Maintaining office records

Please send resume, including three references (not family), and cover letter, as PDF attachments to realwcto@realwomenofcanada.ca.