



Sexual Assault Support Centre of Waterloo Region

151 Frederick Street, Suite 201
Kitchener, ON N2H 2M2
Business: 519.571.0121
Fax: 519.571.0522
Website: www.sascwr.org

24 Hour Crisis & Support Line

519.741.8633

Staff Job Description **Office Coordinator** **21 hour work week**

Position Summary: Responsible for the management of the administrative duties of the Centre in a manner that reflects our Centre's mission and objectives.

Accountability: Is accountable to the Staffing Team, and the Board of Directors, reporting to the Human Resources Committee.

Areas of Responsibility

1. Provide administrative support for the Program Coordinators, Counsellors, Board of Directors, Committees and Volunteers including typing, filing, correspondence, reports, meeting minutes, data entry, forms, word processing, and graphic design in conjunction with the program coordinator. Send out staff minute meetings within 48 hours to all staff by e-mail and place copies of the minutes into binder for staff meetings.
2. Take responsibility for the organization and operation of reception (telephone and office).
3. Oversee office maintenance and equipment-ensuring repairs are completed as necessary.
4. Manage, order and track office supplies and inventory.
5. Maintain and update program policies, procedures and guidelines as delegated.
6. Handle and distribute the mail. Deliver incoming mail immediately. Drop off outgoing mail 3 times a week.
7. Create purchase orders for incoming bills and ensure that all purchase orders are matched with corresponding paperwork, as per our funders' regulations.
8. Compile mail-outs for various programs as well as prepare intake packages.
9. Process incoming donations, including recording and updating donor tracking spreadsheet, send thank you cards and tax receipts in a timely manner.
10. Maintain and update the staffing list, committee and community mailing lists.
11. Maintain library and resources, order pamphlets and manage resource and information on bulletin boards in conjunction with the public education co-coordinator.
12. Liaise with our security company and maintain security system.
13. Liaise with the landlord for the purposes of maintaining physical premises in good repair, working with the community relations coordinator.
14. Regularly evaluate the effectiveness of office practices and systems.
15. Responsible for design and preparation of the volunteer updates, mailings, and event programs. Help with preparation of newsletter.
16. Collect and submit monthly program statistics, for the purpose of evaluation, program development and funding sources.
17. Design and compile the Annual Report while ensuring a sufficient number of copies are available for meeting and fundraising purposes.
18. In conjunction with the Crisis Line & Volunteer Coordinator, train, guide and support Office Volunteers.
19. Provide input into program budget and be accountable for related expenditures.
20. Be an active member on one internal committee.



Sexual Assault Support Centre of Waterloo Region

151 Frederick Street, Suite 201
Kitchener, ON N2H 2M2
Business: 519.571.0121
Fax: 519.571.0522
Website: www.sascwr.org

24 Hour Crisis & Support Line

519.741.8633

Collective Responsibilities

1. Support the volunteer training program as needed.
2. Cover crisis line shifts and provide accompaniments, advocacy, information and referrals as required.
3. Contribute to a healthy work environment by recognizing accomplishments, supporting anti-oppression and promoting professional and team development for all members of SASC.
4. Attend and participate in weekly staff meetings, the Annual General Meeting, ALLSASC meetings and other meetings as required.
5. Participate in shared staff responsibilities and other responsibilities as assigned by the Board of Directors and the Human Resources Committee.
6. Participate in an annual personal review and peer feedback process.
7. Support social action community initiatives.
8. Work within the SASC By-laws, Mission Statement, Statement of Purpose, Basis of Unity and SASC Policies and Procedures.

Note

Must attend volunteer training program upon initial employment.