

NACCA

est.2018

Newmarket African Caribbean Canadian Association (NACCA) is committed to providing strong leadership for our diverse resident Black community, especially Black youth. We serve the Newmarket and surrounding areas.

We operate within an Anti-Oppression & Anti-Black Racism paradigm to:

- Build bridges that promote intercultural understanding.
- Create opportunities for community engagement that support a sense of belonging.
- Bring awareness to issues affecting and relating to Black youth and culture.
- Embrace prospects within the community to address and dismantle anti-Black racism, inequality and discrimination.
- Seek opportunities for positive interaction that will foster pride in Black history, culture and identity.

If you are looking to build communities, support youth mentorship and strengthening the Black family unit then consider this opportunity below.

Job Title: Administrative Assistant

Assignment: Volunteer Position

Location: Newmarket

Reports to: Manager

Primary function

This position is responsible for providing administrative assistance to the NACCA team (management, board and volunteers) as well as some coordination of regional activities and initiatives.

Key accountabilities

- Support the administrative functions of management and the board
- Support community events and initiatives of NACCA
- Arrange and coordinate meetings, copy/scan and distribute meeting materials, take minutes and follow up on action items
- Process invoices, cheques and enter financial information

- Other duties are required

Recommended skills & experience

- Experience in an office support role is an asset.
- Cultural competency and/or lived experience relating to Black Canadians is an asset.
- Exceptional administrative and organizational skills usually acquired through progressively responsible experience.
- Proficiency with MS Office Suite (Word, Excel, PowerPoint) and Google Workspace
- Demonstrated ability to handle confidential and sensitive information