



Newmarket African Caribbean Canadian Association

Office Manager – Part-time Permanent Position, \$25 per hour | **Application Timeline: Immediate**

OBJECTIVE

The Newmarket African Caribbean Canadian Association (NACCA) is seeking an experienced professional Office Manager to work onsite at NACCA's main office and community space.

BACKGROUND

NACCA is a registered charity providing strong leadership for our diverse resident Black community, especially Black youth. We serve the Newmarket and surrounding areas.

We are committed to the collective work of engaging the African Canadian communities and its allies through program delivery, education and partnerships, to cultivate an empowered and united Black community in Newmarket.

Our Vision: To serve as a community hub that will support and strengthen the present and future outcomes of the Black community, especially Black youth. To advance generational skills-building, knowledge exchange, empowerment, and expression. To ignite change through allyship and cross-cultural learning.

Our Values: Mentorship & Education, Youth Engagement, Access, Cultural Diversity, Empowerment

NACCA remains dedicated to continuing to build, engage and act. Over the next five years, our strategic plan will assist to provide a framework to build and guide our work. In the next stage of our development, we will prioritize mental health and financial education, access to food and other necessities of life, and continue to build towards a vibrant, more equitable and thriving community. We will continue to centre the lived experiences of African Canadians and create opportunities for positive interaction and dialogue with the aim to reduce racism and foster cross-cultural learning.

We operate within an Anti-Oppression & Resisting 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.

KEY ACCOUNTABILITIES

The Office Manager is responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency.

The Office Manager reports to the Newmarket African Caribbean Canadian Association's Executive Team, possesses strong people skills, is able to manage a wide variety of administrative and clerical tasks, and is proficient with computers and the use of Google Workspace and Microsoft Office software, including Word and Excel.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Administrative Duties

- Coordinate and liaise with NACCA's treasurer regarding donations
- Manage and coordinate office operations including incoming phone calls and follow up
- Implement, manage and maintain record keeping
- Assist with on site orientation and staff training
- Manage office equipment, technology and telecommunications systems, inventory of office supplies and equipment
- Assist to coordinate and ensure all funder reporting requirements are fulfilled as specified and that reports are submitted on time
- Prepare, respond to and file correspondence on behalf of NACCA
- Perform other duties as may be assigned

2. Iris Malcolm Library Duties

- Check books in and out / Manage patron transactions
- Organize catalogue and display
- Plan and organize programs for the Library
- Manage the IML Instagram account including posts, reels and direct messages

3. Executive Director and Board Support

- Identify and respond to all requests that can be dealt with independently and confidentially
- Support programs and Initiatives as needed
- Liaise with community agencies and organizations for the purpose of communications, planning, support, referral and increasing community awareness about NACCA
- Communicate with community representatives and service agencies

4. Supervise Volunteer Administration Staff

- Assist with the coordination of office volunteers and administrative support staff
- Ensure that everyone is treated with respect and dignity

JOB REQUIREMENTS

Education and Experience

- Undergraduate degree or community college diploma in Business Administration, or equivalent experience
- 3-5 years' experience as an Administrative Assistant or Project Manager
- Experience working with a diverse Black and multicultural population
- Ability to take initiative, problem solve, and make decisions within job scope
- Highly developed minute-taking skills and ability to develop appropriate action logs
- Adaptability and experience working in a fast-paced workplace environment, superior written, and oral communication skills; fluency in French considered an asset

- Strong track record of customer service and effective people skills in a human services/healthcare environment
- Good understanding of processes, policies and procedures required for supporting a non-profit organization
- Excellent time management and organizational skills with strong attention to detail
- Ability to work well under pressure and multi-task without supervision
- Ability to work independently as well as collaboratively in a positive team environment
- Ability to work flexible hours including evening and weekends
- Excellent French Language proficiency is a significant asset
- Must provide a Criminal Records Check with vulnerable sector screening

HEALTH AND SAFETY

- Participate in the H&S committee
- Comply with the Occupational Health and Safety Act (OHSA), its regulations and all NACCA occupational health and safety policies and procedures
- Use or wear any protective equipment, device or clothing required
- Report to your supervisor/manager any known missing or defective protective equipment or protective device that may be dangerous
- Report any known workplace hazard to your Board Liaison
- Report any known violation of the OHSA or regulations to your supervisor/manager
- Attend all health and safety training as directed and apply this knowledge to your job

Interested candidates should submit their resume with a cover letter to: The Hiring Committee
 Newmarket African Caribbean Canadian Association (NACCA)
 449 Eagle Street, Newmarket ON L3Y 1K7
 Email: hr@naccacommunity.ca

No telephone enquiries. NACCA thanks all applicants for their interest. However, only those persons selected for an interview will be contacted.

Newmarket African Caribbean Canadian Association is an equal opportunity employer and applicants from racialized and marginalized communities are strongly encouraged to apply.