

Job Title:	Part-time Administrative Assistant, Community Hub		
Department/Group:	Staff	Position Type (FT, PT, Relief, etc.):	Part Time (contract to March 31, 2025) 32 hours per week
Location:	Onsite 1535 and 1555 South Parade Court, Mississauga, Ont L5J2G1	Level/Salary Range:	\$19.20 per hour
Contact Person: Gunaliny Ravikumar			
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Job Details

Peel Senior Link, a non-profit charitable organization established in 1993, provides personal care & home-making and other complementary support services. Peel Senior Link maximizes independent living--helping seniors live with dignity, stability, and safety. Peel Senior Link is funded by the Ministry of Health and Long-Term Care through Ontario Health - Central, grants, and personal and corporate donations.

We are currently seeking an Administrative Assistant to support our Community Hub. This position reports to the Resident Support Coordinator, with day-to-day oversight of the role provided by the Creditvale Mills Community Wellness Hub's Resident Support Coordinator. The Amenity Receptionist/Admin Support will provide on-site support of the Creditvale Mills Community Wellness Hub's daily operations and activities.

This is a contract part-time position until March 31, 2025, with possibility of extension.

Position Responsibilities:

- Support Hub daily operations working in alignment with the strategic directions and goals)
- Provide support around items including Hub scheduling and coordination, provision of information about programs and services to tenants and community members, scheduling and meeting preparation (Governance and Planning), event preparation and planning, creating and distribution of program promotion materials, supporting Hub partners, and other activities as assigned.
- Act as the first point-of-contact to all guests and callers, answering/routing phone calls and/or communications and providing general administrative support, as needed.
- Provide on-site support at the Hub for tenants, community members and partners helping the community navigate services and acting as a bridge between partner organizations supporting cross-referrals where possible.
- Liaise with Hub Partners and Planning Committee members on Collaboration Initiatives and support the coordination of Hub 'social events' as directed by the Resident Support Coordinator
- Host/facilitate resident events and initiatives
- Support the coordination and distribution of surveys for impact measurement and evaluation in line with the Hub's Monitoring, Learning, and Evaluation plan (MEL Plan).

The ideal candidate has:

- College diploma or equivalent combination of education, training, and experience
- Ability to work independently with strong oral and written communication skills
- Proficiency with Microsoft Office and virtual meeting platforms such as Zoom and Teams
- Skilled in content creation software such as Adobe or Canva
- Excellent people skills, with an ability to partner professionally with a dynamic team of individuals in a collaborative environment
- Strong organizational and time management skills with the ability to be diligent, set priorities, multi-task and meet deadlines
- Ability to work well with, and engage with a diverse community of families and seniors
- Demonstrated resourcefulness, problem solving skill and ability to multi-task with a flexible approach to the work within a fast-moving environment
- Flexibility to work non-business hours on occasion to meet the needs of the position

We thank everyone for their expression of interest; however, only those candidates selected for an interview will be contacted.

Peel Senior Link is committed to developing an inclusive, barrier-free selection process and work environment. If you require accommodation at any stage of the recruitment and selection process, please contact Human Resources at 905 712 4413 x326.

Peel Senior Link has a mandatory vaccination policy for all employees in order to protect our clients, our staff, and the communities we work in. All job applicants will be required to declare their vaccination status during the recruitment process. As a condition of employment, all new hires must be fully vaccinated and provide proof of their vaccination. Peel Senior Link will comply with its Human Rights obligations and accommodate employees who are legally entitled to accommodation.

To learn more about Peel Senior Link please visit:

<https://peelseniorlink.com/about-us/>