



JOB POSTING

Office Coordinator

Full-time (35 hours/week)

Salary: \$53,300.00 per year plus benefits

The Sexual Assault Centre (Hamilton & Area) – SACHA – seeks a woman or non-binary person to fill the position of full-time, permanent Office Coordinator.

Overall responsibilities

The Office Coordinator will oversee and manage administrative, technical, clerical and reception duties at SACHA; ensuring effectiveness and efficiency while adhering to SACHA's vision, mission, policies, program guidelines and feminist, anti-racist, anti-oppressive framework.

The Successful Candidate will possess the following qualifications and skills:

- A minimum of three to five years of reception, clerical and administrative support experience within a social services environment
- A College diploma in business administration or relevant experience
- A strong understanding of sexual violence from an intersectional feminist, anti-racist, anti-oppressive perspective
- Advanced proficiency with Microsoft Office Suite, particularly Outlook, Word, Excel and PowerPoint. Strong internet and computer skills and familiarity with video conferencing platforms
- Working knowledge and understanding of a range of administrative and office procedures and office equipment
- Knowledge of appropriate community resources
- Strong interpersonal, communication (oral and written), team-building, and problem-solving skills
- Ability to work independently with minimal supervision
- Willingness and ability to learn new skills and adapt to changing environments and technology
- Willingness to be trained to provide support on our 24-hour support line during office hours
- Ability to speak a second language in addition to English is a definite asset

Please send cover letter and resume by December 6, 2022 to:

Attention: SACHA Hiring Committee

sacha@sacha.ca

Subject line: Application for Full-time Office Coordinator

No phone calls/email inquiries please

We thank all applicants in advance. Only those selected for interviews will be contacted.

As part of SACHA's work against racism and other oppressions, we strive to reflect the diversity of the communities we serve. Trans or cis women and non-binary persons, who are Black, Indigenous, racialized, immigrant, refugee, lesbian, bi-sexual, 2 Spirit, queer, with disabilities, and/or who experience any other oppressions are encouraged to apply. We want to be transparent about our ongoing internal conversations to address non-binary inclusion at SACHA as we work to make SACHA a safer place for all.