

Job Title: Part-Time Administrative Support

Location: Open Arms Mission, 22 Fifth Street, Welland, ON

Position Type: Part-Time (20 hours per week)

Hourly Rate: \$20.39

About Us: Open Arms Mission is a volunteer-driven organization, meeting the physical and spiritual needs of our community. We are looking for a compassionate and organized individual to join our team as a Part-Time Administrative Support.

Job Overview:

The Part-Time Administrative Support role is vital for the efficient operation of our food bank. The ideal candidate will be detail-oriented, organized, and able to handle multiple tasks simultaneously. This position requires a commitment of 20 hours per week and involves supporting various administrative functions within the organization. 10am-2pm Monday-Friday.

Key Responsibilities:

- Provide general administrative support to ensure the smooth operation of the food bank.
- Answer and direct phone calls, emails, and other inquiries from clients, volunteers, and donors.
- Assist in maintaining and updating records, databases, and filing systems.
- Help coordinate volunteer schedules and activities.
- Prepare and distribute correspondence, memos, and reports.
- Assist with event planning, coordination, and logistics.
- Manage office supplies and place orders as necessary.
- Support fundraising and donation processing activities.
- Collaborate with team members to ensure effective communication and workflow.
- Perform other administrative tasks as assigned to support the food bank's mission.
- Support Food Bank operations as needed.

Qualifications:

- Proven experience as an administrative assistant, office admin assistant, or in a similar role.
- Proficiency in MS Office (MS Excel, MS Word, and MS Outlook, in particular).
- Strong organizational skills with the ability to prioritize tasks and manage time effectively.
- Excellent written and verbal communication skills.
- Attention to detail and problem-solving abilities.
- Compassionate and understanding attitude towards individuals and families in need.
- High school diploma; additional qualifications in office administration or related fields will be a plus.
- Experience in a non-profit organization or similar environment is desirable.

What We Offer:

- Competitive hourly rate
- Flexible working hours to accommodate personal schedules.
- Opportunity to make a meaningful impact in the community.
- A supportive and collaborative team environment.
- Potential for professional growth and development within the organization.

How to Apply:

Interested candidates are invited to submit their resume and a cover letter detailing their qualifications and experience to josh.w@openarmsmissionwelland.com.