

Autism Ontario is a not-for-profit charitable organization founded in 1973 and is a strong voice for individuals with Autism Spectrum Disorder (ASD). Autism Ontario has Chapters serving almost every corner of the province. Each Chapter is run by dedicated volunteers and local Chapter Leadership Councils. These volunteers organize and support parent to parent contact, provide official SEAC representation for ASD to boards of education, camps and public awareness forums. We pride ourselves on our mission to ensure that each individual with ASD is provided the means to achieve quality of life as a respected member of society. We are constantly evolving in order to improve the lives of the people we support.

JOB DESCRIPTION

TITLE:	Office Assistant
REPORTS TO:	Manager of Chapter Development & Fundraising, Chapter Leadership Council and Community Resource Manager (Provincial Office)
LOCATION:	Autism Ontario – London Chapter Office
JOB SUMMARY:	Assists the Manager, Chapter Development & Fundraising and Chapter Leadership Council (CLC) by performing a range of administrative duties.
SALARY:	\$14.64/per hour
HOURS:	10-24 hours per week. Hours will vary based on need for services. Evening and weekends as required.

MAIN TASKS:

The Office Assistant provides a professional level of customer service to all internal and external stakeholders and the general public. The main areas of responsibility are Administration, and Community and Client relations.

1. Chapter Administration – 70%

- Open and route mail, distribute electronic correspondence and other materials appropriately.
- Draft correspondence, enter data, prepare reports, as directed.
- Attend CLC meetings, taking minutes of the proceedings.
- Prepare a monthly report for CLC meetings.
- Maintain Chapter files.
- Perform other job-related duties as reasonably assigned by the Chapter Manager and/or CLC President

2. Community & Client Relations – 30%

- Respond to telephone and email inquiries from members and the public.
- Maintain an accurate database of organizational stakeholders.
- Maintain contact with appropriate organizational stakeholders (eg. Sending out Weekly News).

QUALIFICATIONS:

MAJOR INTERNAL CONTACTS:

Chapter Staff, Chapter Leadership Council, Chapter Members, Potential Programme Staff, Community Resource Manager, Executive Director, Provincial Office Staff, Staff from other Chapters.

MAJOR EXTERNAL CONTACTS:

Parents, local service providers, local professionals in the field of autism, and general public, volunteers, donors, sponsors, event participants.

COMPETENCIES:

- Ability to work independently, responsibly and productively within the time allotted
- Demonstrated effectiveness in working within the voluntary/nonprofit sector
- Strong written and verbal communication skills
- Pleasant phone manner and good interpersonal skills
- Experience in administration tasks
- Knowledge with Autism Spectrum Disorder (ASD)
- Flexibility to work around meetings/events which may take place during evenings and weekends

QUALIFICATIONS:

- High School diploma/equivalent work experience
- Previous experience in the not-for-profit sector and working with volunteers
- Solid computer skills, including MS Office applications and Google online
- Valid driver's license and access to a vehicle
- Must Pass a Vulnerable Sector Screening Police Clearance Check
- Fluency in French is an asset

Interested candidates should submit a cover letter and resume to hr@autismontario.com no later than February 29, 2012. We thank everyone for their interest in this position; however, only those candidates invited to interview with us will be contacted. Please include the following application reference in the subject line of your email/fax: OA-LC-013012.

DATE: January 30, 2012