

Job Posting: Office Administrator, Workshop Planning and Outreach Assistant

About the organization

The Iranian Women's Organization of Ontario (IWOO) is a registered, not-for-profit organization established in Toronto, in 1989.

Nature of the position

Office Administrator, Workshop Planning & Outreach Assistant reports to the Projects Coordinator. In addition, s/he will be directly involved in outreach activities and the operation of the office at IWOO.

Specific Duties:

- Communicate with workshop facilitators, provide support and assistance for a successful delivery of workshops;
- Arrange and schedule regular workshops and assist with the website updates;
- Develop and manage participants' database;
- Prepare workshop materials such as handouts, forms, and posters;
- Assist with developing and analyzing surveys;
- Develop and manage workshop budgets;
- Be the contact for workshop related matters with presenters and participants;
- Prepare reports, summaries and statistics;
- Arrange for refreshments and child care when necessary.
- Responsible for answering phone calls, and responding to walk-in clients;
- Attend workshops;
- Distribute flyers and other resources in the broader community;
- Assist in fundraising activities;



Qualification:

- Excellent oral and written communication skills in Farsi and ability to communicate well in English;
- Ability to navigate the internet, familiarity with the social media and Microsoft package;
- Ability to work both independently and in a team environmental with limited supervision;
- Must be covered under an Ontario Works (OW) program;
- Expected to work collegially and independently;

Compensation:

Contract: 30 hours/ week for 52 weeks (one year contract). IWOO offers an excellent working environment, competitive salary plus vacation accumulation as per requirement of Ontario Employment Standard Act.

Please send your resume along with a cover letter and the name of three references to nkhavarian@iwontario.com

We thank all applicants for their interest; however only those selected for an interview will be contacted.

We regret for not being able to accept phone calls in regards to this employment opportunity.

Deadline to apply: 5:00pm, September 09, 2016

