



PO Box 157  
Toronto PO C, ON  
M6J 3M9

t 416.533.9372  
f 416.533.7867  
www.theredwood.com

## Canada Summer Jobs Administrative Assistant- Office Job Description

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The Redwood assists women and children to live and thrive free from abuse, homelessness, and poverty. Core services include a 35-bed emergency shelter, 24/7 access to counsellors through text, live chat and telephone crisis lines, employment initiatives to help survivors become economically self-sufficient, and anti-violence intervention and prevention counselling that Redwood caseworkers bring directly to survivors living in neighbourhoods all over the GTA.

As an organization, we demonstrate our commitment to our mission by working from a client-centered, feminist, anti-racist and anti-oppression framework. We are committed to social change through learning, collaboration, and advocacy.

### Job Summary

The Redwood is looking for an Administrative Assistant to support the Finance and Operations department in providing a wide assortment of administrative and general support. Responsibilities of this role include but are not limited to general administrative support, record-keeping, scheduling meetings, and collecting data.

### Main Responsibilities

- Assisting in maintenance of accurate financial records by entering data into accounting software and/or spreadsheets.
- Processing and recording vendor and client invoices.
- Supporting the Associate Manager, Finance and Admin in their daily duties.
- Organizing, maintaining and scanning financial documents and records.
- Communicating effectively with internal teams and external partners regarding financial matters.
- Contributing to process improvements within the Finance department.
- Documenting all appropriate records, forms, logs and appointments as required.
- Maintaining confidentiality regarding all staff and client files, records and information.

### General

- Adhere to all policies, procedures, guidelines, routines, and requirements of The Redwood.
- Abide by The Redwood's Code of Conduct/HR Policies.
- Punctually attend meetings and supervision. Fully participates in team discussions, information sharing and ideas.
- Contribute to the building of a cohesive and motivated team that works in an environment that is flexible, adaptable, and open to continuous learning, unlearning and change.
- Maintain confidentiality of all The Redwood organizational information.
- Demonstrate excellent judgement and an ability to work independently.
- May be assigned other responsibilities, within reason, as determined by the manager.

## **Working Conditions**

- Work in a standard office setting, 5 days a week.

## **The Successful Candidate Will Possess the Following Qualifications**

- Fulfill the requirements of the Canada Summer Job qualifications.
- Complete a valid background check.
- Proof full Covid-19 Vaccination or proof of medical exemption.
- High degree of integrity with the ability to handle confidential and sensitive information and issues.
- Able to multitask in a fast paced and dynamic work environment and work independently.
- Prior experience or education in a related field or program. (Finance, Accounting, Business Administration, etc.)
- Basic understanding of accounting principles and bookkeeping practices.
- Excellent interpersonal and communication skills.

The Redwood is committed to the development of a staff and management team that reflects the diversity of the communities we serve. Applications from Indigenous Women, Women of Color, 2SLGBTQ+ and Women with disabilities are strongly encouraged.

The Redwood provides accommodations during all parts of the hiring process upon request to applicants with disabilities. If contacted, please advise of any accommodations required.

Please note that as a congregate living setting, The Redwood requires all its workers to be fully vaccinated against Covid-19. Proof of full vaccination status or proof of medical exemption will be required to be considered for the position.