



Job Description

Job title: Administrative Assistant

Reports to: President or designate

Direct reports: No direct reports

Position Summary

The Administrative Assistant is responsible for performing a range of administrative, clerical, and financial functions.

This position works closely with and provides administrative and organizational support to the President, and Staff.

The Labour Council has a small interdependent staff component. All positions, including the Administrative Assistant, contribute to effective team building efforts and provide hands-on support for the organization's varied activities and for routine tasks.

Responsibilities and Duties

Administrative and Clerical:

- Sort correspondence (email and post); maintain and update correspondence binder (paper and electronic file) for President (or designate), and Staff to review
- Maintain and update internal and non-communications related forms as needed
- Sort financial correspondence into per capita payments, invoices for payment
- Draft, format, ensure accuracy of message and distribute President's correspondence after approval
- Research, source and purchase office supplies, equipment, and negotiate service contracts. Maintain telecommunication services and office equipment (copier, printers, projectors, lap-tops, etc.) and related files (warranties, contracts etc.) and seek prior approval from President for expenditures and negotiations
- Provide: new employees 'start-up package' (payroll, benefit forms etc.), and all employees access to office, keys, parking space, credit card (if required and approved) and office updates – all in a timely manner
- Process "Credential" forms including per capita arrears; accuracy of delegate entitlement; confirm delegate changes are replacements, additions, etc.; proactively and accurately update Affiliate information, Delegates and Head of Unions list into Labour Council database
- Maintain procedural information so it can be shared with other Staff who back up administrative work from time-to-time
- File employee contracts and other documents in the office with attention to security and confidentiality
- Participate in maintaining office common areas (meeting room, kitchen etc.) to ensure a clean and safe workplace, liaise with cleaning staff and handy person(s) when and as needed

Support to President, Executive Board, Affiliates, Delegates, Committees, and Staff:

- Provide administrative support to the President (or designate), and staff members to help ensure organizational goals are met
- Plan, and implement in-person and virtual meetings (staff meetings, Executive Board meetings, General Membership meetings etc.). Tasks include: sending reminder notices along with meeting materials (e.g., virtual link, agenda, past minutes, “Harassment Statement” etc.), preparing documents (e.g., correspondence and credential reports) and taking and formatting minutes etc. with President’s approval. Plan, coordinate, and implement all administrative aspects of meetings and events as requested by President (or designate)
- Coordinate Labour Council’s presence at conventions and conferences of Affiliates or other organizations, arrange for a booth, materials, and Staff to attend the booth
- Organize Labour Council events as directed by President, after outlining a workplan; may include applying for permits, negotiating contracts, liaising with appropriate organizations, etc., and reporting in on progress
- Coordinate with Communications and Data Coordinator and provide administrative support to President and other employees for meetings, conferences and special events of the Labour Council (e.g., reserving rooms, ordering catering, preparing materials, etc.)
- Maintain organizational calendar, track, and report back on processes (e.g., nomination and election processes. Report back to President (or designate) and with approval follow-up to obtain outstanding items
- Develop and maintain specific meeting administration checklists (e.g., Staff Meeting, Executive Board Meeting, General Members Meeting, Labour Council events, etc.)
- May provide support to Committees and/or Diverse Worker Networks. Tasks include: participating in meetings, supporting co-chairs (developing agendas, sending meeting invites and materials, etc.) taking minutes, supporting committee initiatives and special meetings, providing Labour Council feedback, and other administrative support, as requested by President or designate
- Receive guests and visitors

Financial:

- Administer Benefit Plan for all employees and Retirees, and update Benefit Plan with prior approval of President (or designate)
- Administer Per Capita as per Labour Council procedure (e.g., process cheques, record to correct Local, send reminder notices and relevant invoices, follow-up on Locals in arrears, send receipts, etc.). Proactively remind affiliates of per capita payments in a timely manner
- Do banking
- Provide quarterly update on per capita payments to President; provide project and event financial reports
- Administer accounts payable, including vendor contracts, and staff expenses
- Support budget making, quarterly updates, and annual audits
- Support human resource administration through ensuring new hires are processed and recorded; tracking annual time requests, vacations, etc.
- Provide necessary documents such as deposits, invoices, contracts, new hire information to Bookkeeper
- Provide other documents to Bookkeeper with President’s (or designate) direction and prior approval
- Ensure financial support activities are in alignment with Labour Council financial protocols

Organizational:

- Foster and maintain a respectful and constructive relationship with colleagues
- Develop and maintain positive relationships with Affiliates, ensuring that they feel validated by the Labour Council's work and activities
- Contribute to the organization by participating in meetings as required (e.g., staff meetings, Executive Board, Affiliates, allies, etc.) and overall Labour Council activities as appropriate (e.g., annual Labour Day Parade)
- Work in a manner that reflects the Labour Council's core values, working for justice "in our workplaces, in our politics, and in our world", and adhere to the organization's policies, procedures and guidelines

Other:

- Assist periodically with other tasks or special projects as required.

Qualifications

Education

- Equivalent combination of education (e.g., business or community college graduate in a relevant field) and/or relevant on-the-job experience.

Experience

- A minimum three years experience working in a similar setting, preferably in a non-profit unionized organization.

Knowledge/Skills/Abilities

- Detail-oriented with strong administrative and problem-solving skills
- Effective time management skills, able to balance and set priorities among competing deadlines
- Experience supporting senior leaders
- Able to perform administrative duties with deliberate speed and accuracy without immediate and constant supervision
- Able to support a high-performing team in a demanding environment by taking initiative, prioritizing needs, and meeting tight deadlines
- Excellent customer service skills to field questions and requests from Affiliates, leadership and staff
- Experience in organizing conferences and/or events an asset
- Innovative, adaptable, and able to manage change
- Strong written and oral communications skills in English – a second language is an asset
- A professional and courteous approach and ability to maintain sensitive and confidential information
- Able to work evenings and weekends when required
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Teams, SharePoint, Outlook) and virtual meeting tools (Zoom, Google Meet etc.)
- Proficient with databases
- Ability to communicate clearly, listen accurately, demonstrate sensitivity to others and an openness to receiving/giving constructive feedback
- Able to work independently and collaborate effectively in a team environment, foster a respectful and safe workplace

- A commitment to solidarity and understanding of the role of unions in the movement for social and economic justice
- A commitment to the Labour Council's equity and anti-racism goals.

Working Environment and Conditions

- Work location: 895 Don Mills Rd, Tower Two, Suite 730, Toronto, M3C 1W5
- Physical environment: Typical office and typical office equipment
- Work is occasionally performed at public events, e.g., rallies, conferences, parades or marches, dinners, picket-lines, etc., and may be stressful at times when dealing with angry or upset people
- Normal work week: Generally, daytime Monday-Friday, according to the collective agreement, and flexibility is regularly required to work evenings and occasional weekends
- Special working conditions e.g., travelling to off-site meetings
- Unionized: Bargaining unit position salary and benefits as per the Collective Agreement with the COPE Local 343.

Physical and Sensory Demands

- Sitting at a desk
- Standing at public events
- Repetitive and/or precise hand/finger movements
- Attention to detail
- Bending and twisting
- Lifting range of 30 lbs / 13.5 kg
- Equipment operation: computers, office equipment (e.g., photocopier etc.), telephony