



Ontario Educational Leadership Centre

Student Leadership d'Élèves | Since • Depuis 1948

Centre d'Animation Scolaire de l'Ontario

Imagining Possibilities...
Realizing Potential.

Imaginer des Possibilités...
Réaliser les Potentiel.

Administrative Assistant

About OELC

OELC engages and motivates youth to maximize their potential as leaders. We empower youth to develop leadership strength and skills, inspiring them to be agents of change in their community and beyond. OELC believes that our youth can, and do make a difference – both today and tomorrow. We create an environment that fosters curiosity, reflection and growth,

and provides young people with opportunities to learn about themselves and others. We achieve this through specifically designed leadership programs that are highly engaging and full of FUN! Each leadership course is unique; however, all of our courses are developed around the following key goals:

- Self-Awareness and Development
- Equity and Inclusion
- Teamwork
- Communication
- Personal & Team Well Being
- Connection to School, Community and the World

We are looking for a staff member who will contribute to OELCs goals and help inspire the leaders of today and tomorrow.

Job Description: As OELCs Administrative Assistant you will manage the site office and support the project manager and summer program staff to ensure day to day operations run smoothly. This position demands independence, entrepreneurial thinking, along with positive and articulate communication skills. In many instances the position may include access to sensitive information, which the admin assistant is expected to respect as confidential.

Employment Dates:

Part-Time: January-June (Remote/Work from Home) (Total hours a week: 16)

Full-Time: June-August (On-Site, Living Accommodations can be provided)

Job Qualifications:

- Tech Skills and experience (Computer, Printer, Copier, Fax, Phone, Internet)
- Social media skills (Instagram.facebook etc)
- Able to operate in a fast moving, casual but professional atmosphere
- Must communicate effectively with teachers, parents, principals and students
- Flexibility/Adaptability to difference work styles
- Must be available to work weekends in summer months (Accommodations can be provided)
- Administration experience for camps/programming considered an asset
- French proficiency considered an asset
- Valid Driver's License
- Vulnerable Sector Check
- First-Aid & CPR-C considered an asset

Specific Responsibilities (Including but not limited to)

Part-Time, January-June:

- Checking all incoming email and phone enquiries to OELC and liaising with Project Manager on all incoming communication
- Overseeing all program registration & assisting students, parents, and teachers with the registration process via email & phone.
- Supporting social media campaigns
- Overseeing, filling and shipping tuck shop orders
- Connecting with school boards, schools, and teachers to promote and book programming
- Overseeing summer staff applications, liaising with program directors
- Supporting OELCs Board of Directors, schedule and attend board meetings
- Support planning and preparations for summer programming

Full-Time, June-August:

- Updating and printing of all applications and acceptance packages
- Preparation of various course lists (cabin lists etc....), certificates of attendance, banquet programs, leader folders, leader I-tags and safe keep combinations
- Updating and printing all course manuals, staff and leader handbooks
- Organizing and confirm bussing for student transportation to and from OELC.
- Provide receptionist services
- Supervision of summer office staff and nurse
- Tendering of crests, folders, certificates and lanyards (I-tags)
- In charge of opening mail and directing it to the appropriate person
- Bring students who require medical attention to Soldier's Memorial Hospital in Orillia and be there for moral support
- Distribute uniforms to staff and leaders and make sure all sizes are always in stock
- Liaison with Program Directors
- Assistant to the Project Manager
- Inventory tuck merchandise

Please send a cover letter and resume to jobs@oelccaso.com

Thank you for your interest in OELC, and we look forward to reviewing your application.

Contact us at 705-689-5572 or oelc@oelccaso.com for more information!