**Job Description: Administrative Assistant (Part-Time)**

**Location:** Gateway Centre of Excellence in Rural Health (Goderich Office)
**Hours:** 10-15 hours per week (in-office)

**About Gateway CERH**

Gateway Centre of Excellence in Rural Health (Gateway CERH) is a not-for-profit organization dedicated to improving the health and quality of life in rural communities through innovative research, community partnerships, and education. As a valued member of our small, passionate team, the Administrative Assistant plays a vital role in ensuring the smooth operation of our organization.

**Position Overview**

The Administrative Assistant will provide essential support to Gateway CERH’s operations by managing financial and administrative tasks. This role requires someone organized, detail-oriented, and proactive, with excellent communication skills and the ability to multitask.

**Key Responsibilities**

**Financial and Budget Management**

* Assist with organizing project budgets, ensuring that financial records are accurate and up-to-date.
* Support payroll processing, including preparing timesheets and inputting staff hours.
* Handle income and expense allocations, maintaining proper documentation for grants and funding reports.
* Collaborate with the accountant to reconcile accounts and prepare financial summaries.

**Meeting Coordination and Minutes**

* Schedule and coordinate internal and external meetings, including Board and committee meetings.
* Prepare agendas and distribute meeting materials in advance.
* Record detailed and accurate meeting minutes, ensuring they are distributed and archived appropriately.

**Administrative Support**

* Monitor and respond to general administrative emails, redirecting inquiries as needed.
* Maintain an organized filing system for both digital and physical documents, ensuring easy access to records.
* Handle routine office tasks, such as ordering supplies and maintaining an organized workspace.

**Operational and Project Support**

* Assist with administrative tasks related to research projects and community events.
* Ensure compliance with organizational policies and procedures, particularly related to financial management and data confidentiality.
* Support the planning and execution of special events and initiatives.

**Other Duties as Assigned**

* Provide additional administrative support to the team as needed.
* Take on ad hoc projects and tasks to support Gateway CERH’s mission and objectives.

**Qualifications**

* **Education:** Post-secondary diploma or degree in Business Administration, Office Administration, or a related field preferred.
* **Experience:** Minimum 1-2 years of administrative experience.
* **Skills:**
	+ Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
	+ Experience with financial management tools and basic bookkeeping principles.
	+ Strong organizational and time-management skills, with attention to detail.
	+ Excellent written and verbal communication skills.
	+ Ability to work independently and prioritize tasks effectively.
* **Assets:**
	+ Familiarity with not-for-profit funding and reporting requirements.
	+ Experience using accounting software such as QuickBooks.

**Work Environment**

* This role is based in Gateway CERH’s Goderich office.
* Flexible hours are available, but the candidate must be available during business hours for key tasks such as picking up mail and attending meetings.

**Why Join Gateway CERH?**

* Be part of a dynamic team making a difference in rural health.
* Gain hands-on experience in the not-for-profit sector.
* Enjoy a flexible, supportive work environment with opportunities for professional growth.

**How to Apply**

Interested candidates are invited to submit their resume and cover letter to Karissa at info@gatewayruralhealth.ca by November 29, 2024. Please include "Administrative Assistant Application" in the subject line.

Gateway CERH is committed to creating an inclusive workplace and encourages applications from diverse backgrounds.