

POSITION : ADMINISTRATIVE ASSISTANT

Each year, hundreds of volunteers work closely with the YWCA team to offer women and girls programs tailored to their needs.

Employees at the YWCA Montreal sometimes need volunteers to help with administrative tasks on an punctual or regular basis depending on the needs. The administrative agents usually help in their fields of interest or expertise. Therefore, we are looking for volunteers as administrative assistants for at the different programs of the YWCA.

Key tasks and responsibilities

- Data entry;
- Welcome visitors;
- File and sort documents;
- Greet visitors;
- Answer the phone and make phone calls;
- Reply to requests by email;
- Update files;
- Update data bases;
- Help planning meetings and other events;
- Conducting Internet research;
- Creating Excel spreadsheets;
- Other related tasks

Position requirements

- **Knowledge:** Excellent command of either French or English and intermediate proficiency in the other language. Solid IT skills (intermediate knowledge of Word, Excel, Google).
- **Practical Skills:** data-entry experience, comfortable communicating over the phone. Customer service
- **People Skills:** Self-motivated, hard-working, friendly, reliable and enthusiastic.

Volunteer conditions

- Commitment of at least three months.
- Attend an interview with the Volunteer Centre manager.
- Must not have a criminal record (a background check will be conducted).

Type of position and schedule

Varies according to the tasks and needs. Flexible schedule depending on the availability of volunteers. Be available during the day during the week.