



beginnings | Pregnancy
FAMILY SERVICES | Care Centre

Job Advertisement:

OFFICE ADMINISTRATOR

Permanent Position, 19.5 hours weekly

Beginnings Family Services – Pregnancy Care Centre of Woodstock is looking for an individual to serve as Office Administrator for the organization. The successful candidate will need to display a strong desire & passion for providing care and support to young women and men facing unplanned pregnancy in this community. Additionally, the candidate will need to display solid organizational and administrative skills, as well as strong communication and interpersonal skills. The candidate must also possess time management skills, flexibility, and the ability to work efficiently and effectively as part of a team or independently. Experience with fundraising and knowledge of Adobe Photoshop / graphic design is an asset. Educational background or experience in office administration is required.

The interview committee is interested in receiving applications from any individuals having a combination of the relevant skills, education, experience, and passion needed to perform the role of Office Administrator for Beginnings. A more complete job description is available on request.

Interested applicants can submit a cover letter and resume to Joyce Schultz at 28 Wellington Street North, Woodstock ON N4S 6P3, by email to joyce.schultz@beginnings.ca or by fax to 519-421-1193. The closing date for submissions is January 15th, 2019.

Thank you to all those who apply, but only those considered for an interview will be contacted

Remuneration for this role will be based on the successful applicant's qualifications and experience