

Administrative Support Assistant – Waterloo Region

Role Description

The Organization:

Shelter Movers provides moving and storage services at no cost to women and families fleeing abuse. We are the only service of this kind in Canada, and our team members are no less exceptional. Every year, in collaboration with community partners, our team members contribute over 15,000 hours to support people transitioning to lives free of violence and abuse.

Shelter Movers Waterloo Region has been operational since December 2020 and has completed over 50 moves to date. We are growing and looking to add caring and compassionate people to our team.

The Role:

Reporting to the Chapter Director, the Administrative Support Coordinator will have an integral role on the Shelter Movers Waterloo Region team. The Administrative Support Coordinator is responsible for providing support to the various teams within Shelter Movers Waterloo Region. This involves assisting the operations, volunteer services, and fund development teams.

What you'll be Responsible for:

- Participating in moves including leading moves
- Assisting with recruiting and scheduling of volunteers for moves
- Assisting with volunteer outreach and engagement
- Research potential grant opportunities that align with our mission and values
- Working with a team of volunteers to plan and execute a fundraising event
- Other administrative tasks as required

We are looking for Someone who has:

- An interest in the Violence Against Women (VAW) sector
- Excellent written and verbal communication skills.
- Strong organizational skills and reliable work habits.
- Self-driven and motivated.
- Ability to maintain a voice that is supportive, approachable, anti-racist, anti-oppressive, inclusive and accurate in all areas of communication.
- The ability to work as part of a team.
- The ability to prioritize tasks and shift priorities as necessary.

Role Details:

- 21 hours per week
- \$14.25 per hour
- 13 week contract
- Note that this role is part of the Canada Summer Jobs program. All applicants must be between 15-30 years of age to be eligible

To Apply

- Email your resume and cover letter to hr@sheltermovers.com
- Deadline to apply: Sept 12, 2021

Note that the successful candidate will be subject to successful completion of a criminal background check and reference check.

Shelter Movers is an equal opportunity employer. Racialized women, women who identify as LGBTQ+, and women living with a disability are particularly encouraged to apply for this position. To request reasonable accommodation, contact hr@sheltermovers.com.

Covid-19 Hiring Statement

Shelter Movers continues to operate and provide our unique moving and storage services, notwithstanding the COVID-19 pandemic. We have implemented stringent safety measures to protect our volunteers, staff, partners, and clients.

While we all do our part to slow the spread of COVID-19 and stay home, we must remember that home isn't a safe place for many. Those experiencing abuse may have to spend more time in isolation with their abuser. Job loss and financial insecurity have also become more prevalent during the pandemic, statistically leading to an increase in gender-based violence. Shelter Movers has experienced a 30% increase in the demands for our services since the beginning of the pandemic.