



**ADMINISTRATIVE ASSISTANT - TRAINING CENTRE (0.4 FTE)
Part-Time Hourly Contract to February 28, 2011 (\$14.27/Hour)
Internal/External Posting**

Planned Parenthood Toronto is a fully accredited community health centre that provides primary health care services to youth 13 to 29 years as well as health promotion programming, education, training and research to improve the health and well being of Toronto's diverse communities. We are currently seeking an **Administrative Assistant - Training Centre** to work 0.4FTE (15 hours per week).

Responsibilities include:

- Process all training centre registrations and respond to enquiries.
- Prepare for trainings and/or group programming by ensuring that materials are prepared and available.
- Ensure that food for participants is ordered, bought and/or prepared for participants.
- Provide support during the training and by assisting individuals as they arrive, ensure that they have the resources required and provide assistance to the Trainer as they facilitate.
- Process all training fees by sending invoices and receipts when necessary.
- Input evaluations into survey monkey database and generate reports.
- Assist with promotion and outreach
- Complete other duties related to the position based on agency needs.
- Support the agency goals, values and objectives.
- Will be required to work a flexible schedule.
- Will be required to lift chairs and other items related to preparing a room for training.

Qualifications:

- Secondary school diploma with 1-2 years experience OR 2-3 years experience in similar role
- Proficiency and experience working in a computerized environment using Microsoft Office Suite. Familiarity with Gifftool and Survey Monkey an asset.
- Excellent organizational and clerical skills (including word processing, data entry, spreadsheets, telephone communication and problem solving)
- Time management skills and the ability to multi-task.
- Ability to work independently and to complete projects on time.
- Demonstrated commitment to equity goals and principles and youth positive, women positive, gay positive and sex positive advocacy and sexual and reproductive rights.
- Commitment to pro-choice philosophy.
- Commitment to working cooperatively in a community-based setting as part of a multi-disciplinary team of staff, students and volunteers.

Please forward letter of interest and resume by **5pm, Thursday May 13, 2010** to:

Hiring Committee (**Administrative Assistant - Training Centre**)
Planned Parenthood Toronto
36B Prince Arthur Avenue
Toronto, ON M5R 1A9
FAX: (416) 961-2512
Email: ppt@ppt.on.ca

PPT is committed to the principles of equity and ensuring that our hiring practices are enriched by the people, needs and desires of Toronto's diverse communities. We thank all applicants for their interest. Only those selected for an interview will be contacted. No phone calls please.