Job Title: Bilingual Office Administrator (French / English)
Job Type: Part-time
Job Location: Work in your home-based office
Hours per week: 20-25 hours
Salary: $18/hour
Application Deadline: December 20th, 2019
Potential Start Date: January 13, 2020

Position Description: The Office Administrator duties will include, but are not limited to, the following:

- Manage day-to-day
- Manage Donor Perfect database
- Create and create and manage donor tax receipts
- Accounts payable and receivable.
- Coordinate and collaborate with other Autism Canada team members
- Contribute to Autism Canada company culture

This job offers a positive learning experience in a flexible environment for an important cause focused on individuals on the spectrum and their families.

Eligibility:

- Must speak / read / write in French and English
- Live in Toronto, with a home-based office
- Legally entitled to work according to the relevant provincial/territorial legislation and regulations.
- A Canadian citizen, permanent resident, or person on whom refugee status has been conferred;
- Comfortable and effective working independently in a remote environment;
- Drivers license and access to a vehicle
Experience and Education:

- 2+ years of experience in advertising, marketing communications or similar industry;
- 2+ years of experience building and managing relationships with media;
- 2+ years of experience in human resources / general administration;
- Experience in fundraising, and project and database management;
- Has Project Management or/and Manufacturing Leadership degree/diploma (or relevant work experience);

Required Skills:

- Excellent written and oral communication with specific skills in social media, marketing
- Proficient in Office 365 / Donor Perfect / social media platforms
- Data collection, analysis and reporting
- Making timely, evidence-based decisions
- Knowledge of current and emerging best practices for charitable organizations
- Forecasting challenges and offering solutions.
- Is a team player who enjoys working collaboratively with others and is able to work independently.
- Has a keen organizational and detail-oriented approach, with an ability to multi-task

Supervision: The Executive Director would supervise the successful candidate.

Location: This position is ideally suited to a candidate who can work independently, is highly self-motivated and directed and can work from their home office and be able to travel as required.

About Autism Canada: Autism Canada has been the hub of knowledge and understanding about Autism Spectrum Disorders in Canada since 1976. Together with our counterparts across the country, Autism Canada collaboratively works to share expertise, build consensus and help inform public policy. In addition to encouraging the sharing of best practices across provincial boundaries, Autism Canada actively promotes national dialogue on the most effective strategies for building equitable access to funding and services. Autism Canada actively encourages the sharing of best practices and programs, and advocates passionately for Autistic Canadians, their families and caregivers.

For more information on Autism Canada, please visit our website [http://www.autismcanada.org](http://www.autismcanada.org) or social media.

Please email Barbara Patten at [mailto:apply@autismcanada.org](mailto:apply@autismcanada.org) with your cover letter and resume. Please be prepared to provide a list of social media accounts you’ve managed, and examples of your marketing communication work.