

EMPLOYMENT OPPORTUNITY

Petro Jacyk Education Foundation is an established foundation which has been supporting educational initiatives, programs and higher learning academic centres since 1986. The Foundation's office is currently seeking an Administrator with the responsibility of managing day-to-day activities.

In addition, the Administrator will provide administrative support to the President and the Board of Directors, which includes record keeping and assistance with the Foundation's events; minute taking; updating the website; processing financial transactions, donations and tax receipts; occasional filing and other duties as assigned.

Required Qualifications:

- Applicants should have two (2) to four (4) years of progressive work experience in an Administrative role.
- College or University graduate preferred.
- Fluency in both English and Ukrainian.
- Excellent telephone manner, strong verbal and written communication skills.
- Strong working knowledge of Microsoft Office Suite (Word, Excel & PowerPoint).

Desired Skills:

- Organized, efficient, self-motivated, accurate and able to work independently.
- Experience in fundraising and community relations.
- Able to follow instructions and handle multiple tasks.
- Knowledge of social media interfaces including Facebook.
- Mature attitude and professional demeanour.

Job type: Part time (16h/week).

Location: Mississauga, ON

Salary: Commensurate with experience and qualification.

Please apply with resume and cover letter to pjef@bellnet.ca