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tel: 647.812.8545  
fax: 905.455.6162  
[supportline@rootscs.org](mailto:supportline@rootscs.org)  
[www.rootscs.org](http://www.rootscs.org)

## Job Posting Office Administrator

Roots Community Services (RootsCS) is a multi-service charitable organization that provides culturally-relevant programs and services to inspire individuals, primarily from the Black, African and Caribbean (BAC) communities, to make positive changes in their lives and within their communities.

### **The Position**

We are a growing charitable organization seeking an Office Administrator to support the maintenance of office systems, ensuring high levels of organizational effectiveness, communication, and safety. The Office Administrator is responsible for knowing RootsCS's operational and administrative procedures and being able to share this knowledge with staff, community members, and clients. This position also coordinates all aspects of Bingo sessions and the Tax Clinic. The successful candidate is an energetic professional experienced in handling a wide range of administrative duties independently. This individual is well-organized, flexible, and responds effectively to administrative challenges.

**Term of work:** Contract (renewable annually March of each year based on funding)

**Hours of work:** 35 hours per week

**Annual pay:** \$45,500.00 - \$49,140.00 (\$25.00 - \$27.00 per hour)

**Position Reports to:** The Manager of Operations

### **Major Responsibilities:**

- Exceptional customer service skills as a point of contact with RootsCS.
- Ensure all aspects of efficiently running an office are in place.
- Work collaboratively with program staff to build and maintain effective professional rapport and support RootsCS as needed.
- Provide general support to visitors.
- Handle all incoming and outgoing mail, recording each item for tracking purposes.
- Manage and maintain office supplies, marketing, and promotional materials to ensure appropriate stock levels and inventory.
- Support RootsCS in issue-based advocacy campaigns aligned with program and organizational goals.
- Maintain common office areas, ensuring cleanliness and organization at all times.
- Occupational Health and Safety member, ensuring the organization functions within the standards of the Occupational Health and Safety Act.
- Ensure all health and safety protocols are adhered to.



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- Remain updated on technical and professional knowledge by attending workshops and joining professional associations.
- Complete monthly work plan and reflection document.
- Assume other duties as assigned.

**Qualifications & Requirements:**

- Completion of post-secondary diploma or certificate.
- CPR and Basic First Aid certification.
- Minimum of two years of relevant work experience.
- Professional with strong knowledge of office procedures, systems, and responsibilities.
- Proficient in office software and programs.
- Excellent time management skills and ability to multitask and prioritize work.
- Excellent organizational, planning, and problem-solving skills.
- Outstanding written and verbal communication skills.
- Strong interpersonal skills necessary to respond effectively and compassionately to clients, staff, volunteers and the public in general.
- Ability to work with diverse groups.
- Experience working with social media.
- Ability to work independently with minimal supervision and as part of a team
- Understand the importance of confidentiality and privacy.
- Understand the non-for-profit sector. (An asset).
- Attend all weekly Bingo fundraising sessions and oversee the Bingo operations.
- Coordinate volunteers to ensure the required number of personnel on duty at all times during Bingo sessions.
- Collect documents from the Bingo Hall and handle requirements appropriately.
- Prepare monthly Bingo reports, obtain required signatures and file paperwork with the City of Brampton.
- Adhere to the standard requirement of filing monthly reports within five business days of receiving the relevant information.
- Immediately bring any discrepancies with the Bingo reporting to the Manager, Operations.
- Assist with other fundraising activities as required.
- Coordinate volunteers and appointments for the Tax Clinic.
- Adhere to the standard requirements of filing documentation to appropriate agencies.
- Immediately bring to the attention of the Manager, Operations any discrepancies with reporting and filing.
- Clean and valid Police Vulnerable Sector Check.
- Evening and weekend work as required.

All employees are expected to participate in special assignments as a team-oriented and inclusive organization. These include fundraising, strategic planning, and other related activities that contribute to the continuous development and expansion of Roots Community Services Inc. Employees are expected to contribute to ongoing department growth and improvement via excellent job performance and proactive communication. Each employee and team are integral to RootsCS' mission.

Please email your application with a cover letter to [careers@rootscs.org](mailto:careers@rootscs.org), with the subject line **Office Administrator**. Please note that we will review applications as they are submitted until the positions are filled.

We thank all who apply for this position; however, only those candidates selected for an interview will be contacted.