



**External Job Posting: SWIS Administrative Assistant**  
**Department: SWIS/Community Connections**  
**Part-time, Temporary, Contract Ending March 31, 2018**  
**17.5 hours per week**  
**Posting Date: October 24, 2017**

Located in London, the Cross Cultural Learner Centre (CCLC) provides settlement services and support to newcomers while also promoting intercultural awareness and understanding.

Settlement Workers in Schools London (SWIS-London) is a partnership between the London District Catholic School Board, Thames Valley District School Board, the London Cross Cultural Learner Centre, LUSO Community Services, and South London Neighbourhood Resource Centre. The Administrative Assistant is an employee of London Cross Cultural Learner Centre (CCLC). The position reports to the SWIS Manager.

The position provides general administrative support to the SWIS-London team. This position also provides assistance in planning, delivering and monitoring the services provided to newcomers in a school setting. This is a fast paced, very busy environment with our clientele coming from various cultural backgrounds with English as their second language.

**The SWIS Administrative Assistant:**

- Supports SWIS program as an administrative resource to the SWIS Manager and team performing various clerical functions (document creation, copying, scanning, spreadsheet creation and maintenance, etc.)
- Acts as a communication liaison for the program
- Collects, collates and summarizes various statistical data
- Ensures that all agency tracking forms are completed and submitted on a timely basis
- Prepares monthly reports ensuring accuracy and accountability
- Collects and arranges client survey forms
- Maintains up-to-date materials for training new workers, as well as procedural guidelines and best practice documents
- Completes general reception duties
- Reviews needs for office and general supplies with all SWIS workers on monthly basis
- Assists the production and acquisition of informational materials
- Copies, organizes and distributes resources and promotional materials
- Facilitates the preparation of display materials for services locations
- Assists in the organization of SWIS staff meetings, training and events
- Creates maps of services in the community and demographic reports
- Ensures that SWIS team is kept updated of overall agency programs and activities
- Performs other duties as required

The **Administrative Assistant/Receptionist** demonstrates the following Skills, Abilities and Knowledge:

- Post-secondary education and/or experience with newcomer settlement services
- Demonstrated experience completing various clerical functions
- Ability to communicate effectively, listen-well and remain poised, professional, approachable and friendly in an environment with frequent interruptions
- Ability to communicate effectively both verbally and in writing with various stakeholders
- Ability to self-manage, prioritize and stay organized while meeting tight deadlines doing work requiring a high level of accuracy
- Ability to work effectively as part of team, building supportive working relationship
- Proficiency in MS Office products (Word, Outlook & Excel) and previous experience with operational knowledge of office equipment (printers, fax machines, etc.)
- Experience working with culturally diverse individuals; knowledge, understanding and/or appreciation of immigrant experience and immigration process an asset
- Fluency in another language an asset as well as excellent English skills.
- Ability to successfully complete a Police Vulnerable Persons criminal record check

**APPLICATION DEADLINE: October 31, 2017**

If you are interested in being considered for this opportunity please send your resume and cover letter via email to [communications@lclcl.org](mailto:communications@lclcl.org)

Please write in subject line: **Case Manager: Your Name**

*CCLC is committed to equity in employment and immigrant, refugee, women, aboriginal people, visible minorities, gay, lesbian, bisexual persons and persons with a disability are encouraged to apply. Necessary accommodations during the recruitment process are available upon request.*

*CCLC recognizes foreign accreditation and experience in addition to other paid or unpaid work experience and educational equivalencies relevant to the role.*

CCLC thanks you for your interest in career opportunities with our organization. Candidates who are best able to demonstrate how their qualifications match the requirements of the role will be contacted via phone or email as part of our candidate evaluation process.