



Internal Job Posting

Job Title:	Administrative Assistant
Duration:	Full-Time, contract ending March 31 st 2027, with possible extension
Location:	Niagara Region
Hours of Work:	35 hours/week, with evening work as required
Hourly Rate:	\$21.97 - \$27.26 per hour
Reports To:	Executive Director
Posting Date:	Wednesday July 8 th , 2026
Closing Date:	Wednesday July 15 th , 2026, at 4:00 pm

Position Summary

The Administrative Assistant will provide administrative support toward the efficient management of the organization. As well as, to provide secretarial support services that contribute to the organized functionality of the daily operation of the agency.

Qualifications

- Post-Secondary degree/diploma in business administration is an asset.
- Experience working in the Social Services and/or Non-Profit sector considered an asset.
- A current criminal record check for the vulnerable sector.
- Proficient computer skills including a working knowledge of MS Word, Excel, PowerPoint and Internet applications.
- Current First Aid and CPR certification is an asset.

Skills & Abilities

- Strong written and oral communication, organizational and problem-solving skills.
- Ability to work under pressure and be flexible and adaptive to changing priorities.

- Demonstrated ability to work effectively both independently and in a team environment, taking initiative and exercising sound judgment.
- Demonstrated ability to organize work and meet deadlines.
- Ability to set priorities and execute tasks in a timely manner.
- Strong interpersonal skills.
- Ability to maintain confidentiality.

Compensation & Benefits

CASON offers a supportive work environment and a competitive benefits package that prioritizes employee well-being, financial security, and professional growth, including:

- Regular work week is 35 hours per week. Hourly wage will range between \$21.97 to \$27.26 based on education and years of experience.
- Comprehensive health and dental benefits available after 3 months, including extended health care, prescriptions, dental, vision, paramedical services, travel insurance, gender affirmation care, long-term disability, life and AD&D, and an Employee Assistance Program (EAP).
- Employer-matched pension plan after 6 months (3% employer contribution matched with 3% employee contribution), with optional voluntary contributions and access to a Financial Advisor.
- Generous paid time off, including 2 weeks' vacation to start (increasing to 3 weeks after 1 year), 16 paid health days, and 2 personal days annually.

Duties and Responsibilities

- Provide front-line reception services, including greeting clients and visitors, responding to public inquiries, and maintaining a professional and welcoming environment.
- Manage incoming calls, including screening, message distribution, appointment scheduling (scheduled and walk-in), and information dissemination.
- Perform accurate data entry and maintain records using the CRMS system and other databases.
- Maintain both electronic and paper filing systems, ensuring accuracy, organization, and confidentiality of all records.
- Prepare, format, and distribute correspondence, reports, referral documentation, and other administrative materials.
- Coordinate incoming and outgoing mail, courier deliveries, and fax communications, ensuring timely and appropriate distribution.
- Monitor and maintain office supplies and equipment; coordinate ordering and servicing as required.
- Support the procurement of agency materials (e.g., brochures, pamphlets, business cards).
- Provide general administrative support including photocopying, scanning, and document preparation.
- Assist with basic financial administration, including accounts payable/receivable support and support in the maintenance of financial filing systems.
- Ensure the security of the office, including opening/closing procedures and safeguarding confidential information.

- Maintain a clean, organized, and professional reception and common office areas.
- Participate in staff meetings, committees, and ongoing professional development activities.
- Support scheduling and coordination of meetings, including room bookings and preparation of materials.
- Assist with client intake processes and ensure accurate collection of required documentation.
- Adhere to agency policies, procedures, and privacy legislation.
- Perform other administrative duties as assigned.

Application Process:

**Please e-mail applications to Meaghan O'Connor, Finance & Human Resources
Generalist,**

moconnor@cason.ca

Please include a cover letter and resume

Community Addiction Services of Niagara is an equal opportunity employer who welcomes and encourages applications from Niagara and surrounding communities. All applications from qualified individuals of all ages, gender identities, cultural, racial, ethnic and religious backgrounds, sexual orientations and abilities are welcomed and encouraged. We are committed to fostering an inclusive, barrier-free and accessible environment. CASON aims to dedicate resources to develop, honour and support all staff within their programs, especially those who experience multiple and intersectional forms of oppression.

If you have been contacted for an interview and require accommodation to ensure equal participation, please advise us what you may require in respect to materials or processes to ensure we can meet your needs.