



United Way
Kingston, Frontenac
Lennox and Addington

United Way Kingston Frontenac Lennox & Addington works closely with the community to ensure that people have the opportunity to reach their full potential and live with hope, dignity and a sense of belonging. This vision is realized by building on deep local community knowledge and relationships to empower people to make an impact. Led by volunteers, driven by a small professional hard-working staff team, the United Way provides inspiring opportunities for people to get involved and support issues they care about through volunteering, giving and being advocates for people who are in vulnerable situations.

The United Way KFL&A is seeking a **Full-Time Permanent** Administrative Associate.

ADMINISTRATIVE ASSOCIATE

The Administrative Associate is a team player who can work in a fast paced and complex office environment. This position supports the President & CEO on Local Advisory Boards, the United Way Board, Cabinet, and various Committees with excellent time management skills. These individuals plan and coordinate meetings, logistics, travel, support key projects and events, and prepare meeting packages, so excellent organization and communication skills are required.

United Way KFL&A is looking for

- A diploma from a recognized post-secondary institution in Administration, Social Services or equivalent education and experience
- A minimum of two years' experience in providing excellent administrative support preferably in a not-for-profit environment
- Experience with Board Governance
- Sound computer skills including the Microsoft Office suite, databases and / or fundraising software
- Very well-developed analytical and reasoning skills
- Ability to understand, express and apply concepts and instructions of a general nature as well as somewhat technical / scientific / administrative concepts, methods and procedures
- Very strong written, verbal, interpersonal and communication skills
- Non-traditional hours may occasionally be required due to deadlines or other operational issues
- Access to adequate transportation is essential
- Ability to receive direction and supervision and pay attention to detail

How to apply:

Please send resume and cover letter as ONE document in .pdf, .doc. or .docx format to:
hrprojects@unitedwaykfla.ca. Please indicate '**Administrative Associate**'. in the subject line

All applications are due by **9:00 AM on November 15, 2021** (or until filled).

Salary Range: \$38,684 to \$48,355 (Level 2)

Hours: 37.5 hours per week, Monday – Friday 8:30am – 4:30pm

This position reports in-person to our offices at 417 Bagot Street, Kingston ON

If you would like to learn more about this role and how you can be part of a professional, hard-working team that contributes to the local community, please visit <https://www.unitedwaykfla.ca/about-us/career-opportunities/>.

The United Way is committed to employment equity and diversity in the workplace and welcomes applications from people of all backgrounds, reflecting the diversity of Canadian society.

The United Way of Kingston, Frontenac, Lennox and Addington is a proud Living Wage Employer.

Should you require accommodation to participate in the selection process please contact Nikki Lance, Corporate Services Officer, hrprojects@unitedwaykfla.ca.