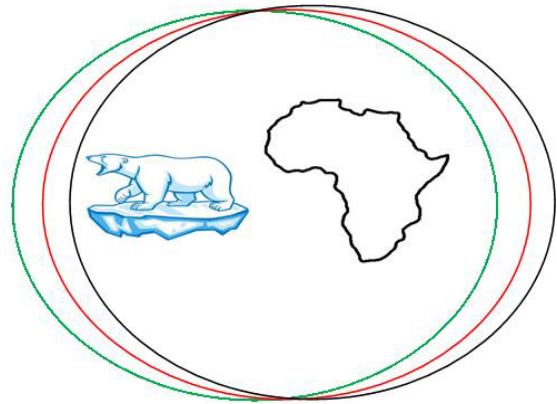


AACA



ARTIC AFRO CULTURAL ASSOCIATION



Office Manager

About Arctic Afro Cultural Association (AACA)

AACA is an organization committed to the success of our employees and clients. Our client base is built on strong, long-term relationships and this same mentality is reflected between AACA and our employees. We believe that great employees build a great organization, and we are committed to investing heavily in our team, providing them with job security, growth, and advancement.

Job details

Who You Are

You are helpful by nature. A natural organizer and Do-er. You think ten steps ahead, forecast issues before they arise and know how to create a sense of calm amidst the chaos. Your natural inclination is toward order, and you're looking for a situation worthy of your skills.

What You'll Be Doing

To manage staff and coordinate operations and implementation of board approved programs & services for youth. To contribute to a multi-disciplinary team approach in the provision of services ensuring the health, safety and well being to youth & staff/volunteers. Assumes responsibility for the overall administration and operations.

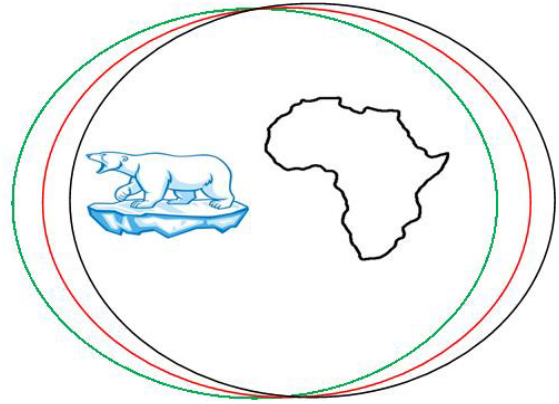
Qualifications:

- Progressive administrative experience, with a minimum of 2 years' experience supporting senior leadership in an executive assistant role
- Comfortable with technology and have strong computer skills, incl. proficiency in MS Office and Google Suite
- Excellent interpersonal and communication skills
- Exceptional attention to detail. You catch mistakes, typos and more.
- Strong organizational skills with the ability to multitask and meet deadlines
- High ethical standards with a commitment to professionalism, discretion, and confidentiality

AACA



ARTIC AFRO CULTURAL ASSOCIATION



- Can-do attitude: no job is too big or too small

Interested? Please email artic.afrocul@gmail.com with a resume and covering letter.

Job Type: Full-time

Pay: \$45/hr

- **Education:** Degree or Diploma in Administration.
- Application deadline: 2023-08-31
- Expected start date: 2023-09-05