



## **Job Posting**

Breakthrough Autism is all about helping children with autism reach their full potential and recognizing them as the wonderful individuals that they are. A key part of our Applied Behaviour Analysis (ABA) services is making sure that families are a part of the teaching process. In fact, it's our ultimate goal to empower families with the knowledge, strategies and tools that will enable them to have more control over their children's progress and create teachable moments on their own.

***Administrative Assistant  
Breakthrough Autism Centre  
Richmond Hill, ON***

Breakthrough Autism is looking for an administrative professional to provide the Executive Director and the Centre with a full-range of office support. The successful individual will be a strong communicator and demonstrate exceptional organizational skills.

**Description of duties:**

- Schedule calls and coordinate meetings for the Executive Director.
- Answer the phone, door, and reply to emails, redirecting as necessary.
- Photocopy and file as necessary.
- Open and prioritize incoming mail; arrange for couriers and deliveries.
- Prepare correspondence, reports, forms, meeting agendas, and other documents.
- Assist with the purchasing and organizing of supplies for the Centre. Maintain a list of suppliers/vendors and research new ones when necessary.
- Assist with scheduling needs.
- Assist with the development or procurement of promotional and information materials.
- Assist with social media posting.
- Book contractors as necessary.
- Maintain correspondence with parents as necessary.
- Assist administratively with client intake.
- Assist Executive Director with administrative and operational duties as assigned.
- Assist with technological updates (e.g., software, setting up computers).
- Perform other tasks as assigned including running errands for the Centre, ordering and pick up of lunch, etc.

**The qualifications of the individual we are looking for include:**



- Previous work experience in administration is considered mandatory (i.e., at least 2 years) and specific experience providing support to a Business Owner or Executive is preferred. Approach each situation with a positive outlook and focuses on solutions
- Great team player
- Motivated by assisting others
- Demonstrated verbal and written communication skills
- Excellent customer service skills
- Proficiency with Mac Computers especially Pages and Numbers, Microsoft Office especially Word and Excel
- The ability to maintain discretion, tact, and confidentiality at all times
- The ability to self-start and proactively anticipate needs
- The ability to work under pressure in a fast-paced environment with frequent interruptions
- The ability to work independently but also collaborate well within a team
- A valid driver's license and access to a personal vehicle is required

### **What's in it for you?**

- The satisfaction that comes with working for an organization that makes a difference in the lives of children with autism and their families
- A fun, challenging, and supportive work environment
- Comprehensive training and the opportunity to learn new skills and gain experience
- A full-time position (37.5 hours per week)
- Two weeks of paid vacation to start
- The opportunity to enroll in a group benefits plan after one year of employment

Interested? Please send your résumé, along with a cover letter to [careers@breakthroughautism.ca](mailto:careers@breakthroughautism.ca). Kindly indicate reference code "AA-WS-April 2019" in the subject line of the email. The deadline to apply is April 30 2019.

Breakthrough Autism is committed to making the recruitment process accessible to all candidates. Accommodations for disabilities are available upon request. Thanks in advance to everyone who applies for this position. Please note that only applicants selected for further consideration will be contacted.