



**CITY VIEW CENTRE FOR CHILD AND FAMILY SERVICES  
INTERNAL/EXTERNAL JOB POSTING**

POSITION INFORMATION	
POSTING DATE	May 1 <sup>st</sup> 2026
CLASSIFICATION	Office Administrator –part-time Permanent (unionized Position)
DEPARTMENT	EarlyON /Nursery School
QUALIFICATIONS	Must be experienced in Admin duties and Must be RECE.
REQUIREMENTS	<ul style="list-style-type: none"> <li>• Must have up-to-date immunizations</li> <li>• Must have strong oral and written English communication skills</li> <li>• Must have knowledge and proficiency in all office technology, telephone systems, photocopiers, computers, etc.</li> <li>• Computer Literate (Microsoft Word, Excel, Windows, Internet. PowerPoint, Publisher, etc)</li> <li>• Responsible for the safety and cleanliness of the environment</li> <li>• Responsible for the preparation (monthly Calendar, registration of families attending EarlyON groups, the registration of Nursery School children)</li> <li>• Responsible for the preparation of children’s binders</li> <li>• Stats collection and management</li> <li>• Attends Staff meetings</li> <li>• Responsible to receive and direct incoming calls and inquiries</li> <li>• Responsible for opening the office daily</li> <li>• Helping with unique, special projects</li> <li>• Excellent time management and organizational skills</li> <li>• Great work ethic</li> <li>• Ability to work both independently and in a team environment</li> <li>• Ability to communicate professionally</li> </ul>
ASSET	<ul style="list-style-type: none"> <li>• Must have valid Police Records Check</li> <li>• Ability with Program specific computer databases (ERAM) Inventory and Management of office supplies</li> <li>• Experience in Office Management and Administration</li> <li>• Experience working in a field related to EarlyON</li> <li>• Must be able to work evenings and weekends as required, occasionally with limited advance notice.</li> </ul>
SHIFT	8:30 – 12:00
WORK WEEK	5 days a week (Mon- Saturday) Possibility of working evenings Tuesday at 4pm to 7:30 pm



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RATE OF PAY	\$24.62 /hrs
START DATE	As soon as possible
APPLICATION INSTRUCTIONS	
Applications must be received by noon May 8 <sup>th</sup> , 2026, to be eligible for consideration	
SEND TO	Favour Omuvwie. <a href="mailto:f.omuvwie@cityviewcentre.ca">f.omuvwie@cityviewcentre.ca</a>

City View Centre for Child and Family Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Only those selected for an interview will be contacted. We thank all applicants for their interest.