



## ***ROI is Hiring!***

ROI is looking for a resourceful, creative person to join our team as an **Administrative Assistant**. **This is a temporary, full-time position.**

**Job Title: Administrative Assistant**

**Compensation:** \$20/hour

**Position Status:** Full-time

**Number of Weeks:** 8 weeks

**Number of Hours per Week:** 37.5 (negotiable)

**Application Deadline:** May 7, 2025

**Anticipated Start Date:** Immediately

**Anticipated Finish Date:** 8 weeks after start date (with the possibility of extension)

**Location:** Hybrid (remote and in office located in Marden north of Guelph)

### **POSITION SUMMARY**

As Administrative Assistant you will bring your organizational, computer and client relationship management skills to a small collaborative team to facilitate the delivery of rural/ag-sector leadership programs and engagement events. You will design and implement efficient processes for filing systems and program participant management. You are encouraged to bring creative ideas and strategies for stakeholder relationship building and management. The successful candidate has knowledge of rural Ontario and a desire to put processes and systems in place that increase organizational efficiency and enhance participant, alumni and sponsor communication/experience. Ag-sector knowledge and office administration supported by knowledge of tools such as Microsoft excel, QuickBooks, MailChimp, and TEAMS are desired skills.

### **JOB RESPONSIBILITIES:**

- Assist ROI to update its Client Relationship Management (CRM) database and Alumni database
- Contact alumni to update information
- Some financial tasks may include accounts payable/receivable, Issue invoices when required, monitor grant or funding agreement transfers; track revenues, prepare bank deposits, Process receipts for staff expenses and make credit card payments.
- Tracking office supplies and maintaining filing systems.
- Preparing mailings.
- Couriers and postal arrangements.

The skills we will focus on will be:

- Proficiency in computer software specifically CRM software
- Administration (budgeting/invoicing, printing, mailing, filing)
- Client relationship management – Database update
- Ag-sector/rural community familiarity an asset
- Office 356, Microsoft Excel, QuickBooks, TEAMS are desired skills



## QUALIFICATIONS AND EXPERIENCE:

- 30 years old or younger,
- A Canadian citizen, permanent resident of Canada or a refugee (under the Immigration and Refugee Protection Act), Canadian citizen or permanent resident,
- A student, unemployed or underemployed,
- University degree or college diploma in Business administration, event planning, organization and leadership, project management, agribusiness, communication and marketing,
- A valid Ontario driver's license and access to a reliable vehicle is required.

A background or interest in topics, areas of expertise or disciplines related to ROI program areas is an asset but not a requirement. This might include for example:

- Rural community development and sustainability;
- Planning/municipal governance/economic development;
- Non-profit capacity building;
- Organizational development & governance;
- Adult education, distance learning and extension;
- Client relationship management tools;
- Agricultural sector and food; and/or
- Leadership development.

## ADDITIONAL INFORMATION

This position is expected to be performed primarily from a remote location though office space is available if required. Meetings may take place at the Rural Ontario Institute office north of Guelph, Ontario, and travel to the office location will not be compensated.

Please apply in confidence by e-mail no later than **May 16, 2025** with a résumé and cover letter highlighting relevant personal experience, accomplishments, and/or motivations that reflect your potential success in the position.

### Please apply to:

**Ellen Sinclair**

Executive Director, Rural Ontario Institute

Email: [esinclair@ruralontarioinstitute.ca](mailto:esinclair@ruralontarioinstitute.ca)

**We thank all those who apply. Only those candidates selected for an interview will be contacted.**



RURAL ONTARIO  
INSTITUTE

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