

**FULL-TIME JOB POSTING  
London Abused Women's Centre  
Administrative Assistant**

The London Abused Women's Centre (LAWC) is a radical feminist organization that provides counselling, advocacy and support for women and girls abused by their intimate partner(s), sexually harassed, and/or prostituted and sex trafficked. The agency advocates for personal, social and political change to end violence against women. The agency is an abolitionist, anti-pornography agency. Women applying should support these views.

**LAWC is seeking an Administrative Assistant to provide reception services and administrative support to the Executive Director and Advocate/Counsellors of the London Abused Women's Centre. Candidates must support a radical feminist perspective and have knowledge about the issue of men's violence against women.**

**Skills/Qualifications:**

- A combination of training, education, and experience in providing administrative and reception support in a woman-centred and/or non-profit environment;
- Radical feminist analysis of violence against women;
- Exemplary telephone skills, including the ability to multi-task;
- High levels of empathy/compassion and the ability to help create a warm and welcoming environment;
- Thorough understanding of the social, legal, and medical systems affecting abused, harassed, and prostituted/trafficked women and girls;
- Strong computer skills including familiarity with Windows and Microsoft Outlook, Word, Access, and Excel, as well as with social media platforms such as Facebook and Twitter;
- Highly organized with the ability to create and maintain file systems, computerized records, and information packages;
- Proficiency in working with photocopiers, fax machines, scanners, and printers;
- Strong written skills for preparing correspondence and responding to emails;
- Demonstrated skill in crisis management and effective boundary setting, including self-care for vicarious trauma exposure;
- Ability to maintain strict confidentiality of all client and LAWC information;
- Works effectively as a team member and with other service providers in the community; and,
- Mature judgement and the ability to work with minimal daily supervision.

This position is full time, Monday to Friday, daytime hours.

Please submit a resume and cover letter of application by August 11, 2017

Submit cover letter and resume by email to:

Barb Ogglesby  
Business Manager  
London Abused Women's Centre  
barb@lawc.on.ca

***No phone calls or personal visits please.  
While we appreciate all applicants, only those selected for an interview will be contacted.***