



## **12Neighbours Community Inc.**

3523 Woodstock Rd  
Fredericton, NB E3E 1B7  
November 14, 2023

*Join our team as an Administrative Assistant for the 12 Neighbours Project, where your organization and communication skills will play a pivotal role in supporting our community-focused initiatives. Your work will lend a direct hand in supporting many individual's along their journey to a full and independent life.*

### **Job Title:**

Office Administrator

### **Job Type:**

Part-Time (with potential for Full-Time in the spring)

### **Hourly Rate:**

\$20/hour

### **Weekly Hours:**

20 hours

### **About Us:**

Join our dynamic team as an Administrative Assistant for the exciting 12 Neighbours Project. We are a forward-thinking company dedicated to fostering community engagement and promoting sustainable living through our innovative model.

### **Responsibilities:**

#### Email Management:

- Efficiently handle inbound emails.
- Correspond with staff members, addressing inquiries, and facilitating communication.

#### Tour Bookings:

- Coordinate and manage bookings for tours related to the 12 Neighbours Project.
- Provide information and assistance to interested parties.

#### Communication Skills:

- Clearly articulate information about the 12 Neighbours Project to various stakeholders.
- Engage in discussions around the project with staff and external contacts.



#### FAQ Development:

- Take the initiative to compile and organize information to gradually build a comprehensive FAQ on the 12 Neighbours Model.
- Ensure accuracy and relevance of information provided in the FAQ.

#### Project Knowledge:

- Stay well-informed about the 12 Neighbours Project to effectively communicate its details to others.
- Participate in discussions related to the model.
- Opportunity for Growth:

#### Other Future Responsibilities:

- Responding to inquiries from community members.
- Making change for the on-site laundry facility.
- Providing bus tickets.
- Receiving rent payments.

#### **Compensation & Benefits**

- This is a part-time position with the potential to transition to a full-time role in the spring.
- Take advantage of training opportunities to enhance skills and knowledge.
- Health Insurance: Your new comprehensive health insurance plan will be 80% covered by 12 Neighbours, providing you with peace of mind and well-being.
- You will accrue vacation at 4%. You will also have 32 personal hours to be used throughout the year.
- Professional Development: Access a variety of online courses to enhance your skills and knowledge within the context of our work.
- Flexible Work Arrangements: We understand the importance of work-life balance. Benefit from our support for flexible work schedules and remote work options, ensuring you can meet both personal and professional commitments.

#### **How to Apply:**

If you are passionate about community engagement, sustainable living, and have the skills to excel in this role, please submit your resume and a cover letter outlining your relevant experience to [contact email/website].

We are an equal opportunity employer and encourage candidates from all backgrounds to apply.