



## **VOLUNTEER POSTING – ADMIN VOLUNTEER FOR LGBT YOUTH LINE**

### **Position Title: Admin Volunteer**

### **LGBT Youth Line is seeking an Admin Volunteer**

The Lesbian Gay Bi Trans Youth Line (LGBT YL) provides services for youth, by youth, that affirms the experiences and aspirations of lesbian, gay, bisexual, transsexual, transgender, 2-spirit, queer and questioning youth in Ontario. Working within an anti-oppression framework, we provide leadership opportunities, outreach, confidential peer support and referrals by telephone, text, and online.

LGBT YL is currently seeking applications for the position of Admin Volunteer. Because the Admin Volunteers work in the office and do not engage in peer support activities, people of all age groups are welcome to apply.

Working closely with the Board of Directors, Executive Director, and current Admin Volunteer(s), the incumbent Admin Volunteer will carry out office administrative responsibilities, some of which are consistent week-to-week, and some of which change depending on deadlines and one-time tasks.

### **Required Skills & Knowledge**

- Demonstrated ability to work both in a team environment as well as independently
- Excellent proficiency in Microsoft Office and all its applications
- Anti-oppression understanding and workplace practices
- Graphic design skills are an asset
- Knowledgeable about and comfortable addressing the diverse issues facing lesbian, gay, bisexual, trans, 2-spirit, queer and questioning youth (this can be through personal/lived experience)
- Must be open and respectful towards others.
- Must be punctual and dependable

We will only consider applicants who identify as part of the LGBTTIQQ2SA community. We particularly welcome youth applicants (under the age of 26). Grounded in principles of Anti-Racism and Anti-Oppression, we recognize and encourage applications from communities that are marginalized, including: Indigenous people, people of colour/racialized people, people living with disabilities, people with experiences of migration, and people who have experiences of poverty. Applicants are invited to self-identify in their cover letters. Our hiring process is confidential.



### Responsibilities and Duties:

- Check mail & buy postage, open and sort non-confidential mail
- Check email and voicemail
- Maintain staff contact list
- Maintain phone lists of outside contacts (e.g., ASL interpreter list)
- Track and order office supplies
- Create and update office forms, print as needed (e.g. orientation packages for new employees and volunteers)
- Create and maintain calendar of upcoming (and recurring) events
- Help ED monitor office expenses
- Book rooms for meetings and interviews
- Prepare and print materials for Board meetings when needed
- General tidying – Filing, shredding, clearing surfaces
- Research (find and print out documents or information)
- Provide admin support for grant writing
- Systems planning – creating structures to streamline administration
- Manage admin service provider accounts for office
- Meet regularly with ED

**Time commitment:** 3-6 hours/week, starting March 1<sup>st</sup> 2016

### To apply:

Please combine your cover letter and resume together in one PDF file with numbered pages, and **send to [jobs@youthline.ca](mailto:jobs@youthline.ca) by 11:59 PM Feb 19th, 2016.** Please type "Admin Volunteer" in the subject line. In your application please clearly show how you meet the requirements of this position.