



Little Warriors is a national organization focused on the awareness, prevention and treatment of child sexual abuse. We also advocate on behalf of and with child sexual abuse survivors.

Little Warriors is committed to:

- Raise awareness and provide information about child sexual abuse.
- Provide a treatment facility to help children cope with the devastating effects of child sexual abuse.
- Provide child sexual abuse prevention strategies to adults through education.
- Ensure the rights, needs and interests of children are respected and protected.

## **Job Posting: Receptionist/Clinical Administrative Support**

Little Warriors is seeking a Receptionist/Clinical Administrative Support professional to join our dedicated team.

The Receptionist/Clinical Administrative Support is responsible for coordinating and administering all activities associated with the overall reception and clinical administration duties of the office.

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### **Description**

#### **General Administration**

- Primary responsible to answer all incoming calls, screening and redirecting calls as needed and maintain all aspects of the reception area.
- Screen visitors and allow entrance onto property when appropriate.
- Greet all guests and visitors.
- Pickup and drop off mail, open office mail, date stamp and distribute to appropriate staff.
- Order and maintain office supplies as needed from suppliers.
- Provide Salesforce assistance, data entry and report creation.
- Provide administrative support to Clinical Director/Clinical Team including but not limited to creating forms, PowerPoint presentations, editing/formatting documents, filing and other duties as requested.
- Supports staff by assisting with IT issues and/or contacting IT company for support.
- Provide additional assistance to staff when needed.
- Prepare packages to be sent by courier or mail as required including Prevent It! materials.
- Participate in activities to promote community awareness and enhance the image of Little Warriors as required.



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- Assist when requested in the planning and/or set up of special events including, but not limited to the Be Brave Luncheon.
- Assist with donation pick ups as required.
- Ensure front office is kept neat and uncluttered.
- Maintain professional competence, knowledge and skill to ensure organizational success by continuously sourcing best practices and actively seeking opportunities to improve the efficiency and effectiveness of Little Warriors.

## Requirements

- Detail oriented.
- Proficient in Office Suite including Word, Excel, PowerPoint and Adobe.
- Ability to effectively handle emotionally charged inquiries.
- Ability to work well under pressure and to adapt to change within the organization.
- Good knowledge of social media platforms, including Instagram, Facebook, TikTok, and others, to support Clinical Director in vetting educational and clinical information.
- Creative interest in developing graphic clinical materials related to clinical journals, worksheets, handouts, etc.
- Strong problem solving, analytical, detail, and organization skills.
- Effective oral and written communication skills.
- Ability to interact with people of all ages and cultural backgrounds.
- Ability to work independently and as part of a team.
- Current clear Child Welfare Check & Police Information Check for vulnerable persons.
- Diploma in Business Administration is an asset.
- Must have own vehicle.

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Interested applicants should submit their CV to: Laurie Szymanski, CEO [laurie@littlewarriors.ca](mailto:laurie@littlewarriors.ca). This position will remain open until a suitable candidate is found. We thank all applicants in advance for their interest however only those under consideration will be contacted.

For more information on Little Warriors, visit our website at [www.littlewarriors.ca](http://www.littlewarriors.ca).