



## **Nonprofit Administrative Assistant Certificate Program**

Excel in the dynamic and fulfilling world of Nonprofit Organizations. The Administrative Assistant Certificate is a certified training program designed to hone the skills of entry-level employees considering work in the world of nonprofit organizations, charities and social enterprises.

All courses are related to introducing participants to the essential work requirements designed to make you effective and indeed indispensable in the nonprofit administrative field. Participants will gain the fundamental operational, technical, and communication skills required to deliver quality community services.

The nonprofit sector is the most significant and fastest-growing labour market in Canada, the USA and other developed countries. It offers excellent job opportunities to individuals interested in professional career development. By becoming a nonprofit employee, you receive not only a decent income and a prestigious job but also an opportunity to add value to your community and make a difference for yourself and others.

## Program Format

The Nonprofit Administrative Assistant Certificate comprises nine online modules and a one-week unpaid internship.

Each has 3-6 credits and 1-2 days in the length of in-class/real-time virtual learning and will be supplemented with course material and assignments.

Participants who successfully complete the courses and the internship will receive the Vectors Institute Certificate in Nonprofit Management.

Participants will be able to complete the Certificate over a multi-year timeframe, up to a maximum of two (2) years. Participants that have completed prior learning programs that are equivalent to the content of any of the modules may be able to apply for an exemption.

Other similar prior learning will be assessed for exemption on a case-by-case basis

## Who Should Attend

- Administrative Assistants
- Recent graduates
- People considering a career transition to the Nonprofit field
- Program and Project Coordinators
- Front line workers
- Program Delivery Personnel
- Support Workers
- Event Coordinators
- Skilled immigrants who are looking for positions in the nonprofit sector

This program is relevant for participants considering entry positions in;

1. Community nonprofits engaged in social services, advocacy, and sports and recreation activities.
2. Business nonprofits, such as chambers of commerce, business associations and condominium associations and
3. Government nonprofit organizations such as hospitals, universities and colleges.

COURSE	DESCRIPTION
Workplace Communication 6 credits/hours	Effective oral and written communication is the most sought-after skill by any organization, impacting your daily job performance and determining your career trajectory. Learn different ways in which to clearly convey information and ideas in an influential manner.
Frontline Public Communication 6 credits/hours	This course is designed to prepare you with the necessary skills for effective listening, reading non-verbal communication cues, diffusing escalating situations with conflict resolution techniques, and ensuring all vital information from your clients has been fully comprehended in its context. Interact with different cultural groups in a manner that is sensitive and appropriate in order to foster fruitful and trusting long-term working relationships.
Introduction to Finance 6 credits/hours	This course is designed to take your business knowledge to the next level. Laying the groundwork for understanding business finance and a nonprofit organization's financial activities and limitations. You will learn to be familiar with business terminology and be able to interpret the main financial statements of your organization.
Policies and Procedures 6 credits/hours	Learn how and why policies and procedures affect various parts of a nonprofit's work, including governance, employee behaviour, and employee benefits.

Workplace Office Environment 6 credits/hours	This course is designed to help you succeed specifically in the nonprofit workplace environment. You will learn its culture, how the nonprofit sector differs from other sectors. You will also learn vital time management techniques which will increase your productivity, help you reduce stress and prioritize your time.
Working in Projects 6 credits/hours	This course is designed to impart the fundamental stages of project management. From project definition to planning, you will learn about the importance of project charters, budgets and scope guidelines. You will learn to identify and plan for risks, what makes a good project team, assist in assigning deliverables and monitor project performance to ensure it stays on track.
Understanding the Nonprofit Sector 3 credits/hours	This course is designed to give you a better understanding of how Nonprofits uniquely operate in Canada and why their function is so vital within our communities. You will learn about the different types of nonprofit organizations as well as their objectives. You will familiarize yourself with the terminology of the sector, and how Nonprofits interact with government, different businesses, and how they differ operationally from other countries' Nonprofit organizations.
Public Relations / Stakeholder Engagement 6 credits/hours	This course is designed to give you an understanding of the different ways stakeholders can influence your organization's directive and how to successfully engage with them to foster long-term relationships. You will learn how each stakeholder will have a different level of involvement, and influence often with diverse and sometimes conflicting interests and concerns. Learn about relationship building and how to discuss solutions that can be used for constituent management, fundraising, awards, policy, program delivery, R&D and impact tracking,
Workplace Safety and Health 3 credits/hours	This training introduces workers to the Occupational Health and Safety Act. It focuses on the health and safety rights and responsibilities of workers, supervisors and employers. It also serves as a general introduction to workplace health and safety. The Occupational Health and Safety Awareness and Training regulation requires health and safety awareness training for every worker and supervisor under the Occupational Health and Safety Act (OHSA). <i>Content is provided by the Ontario Ministry of Labor</i>

Program Total Cost \$1,250 + HST 13% (Total 48 hours training + Internship)

All our courses are eligible for the Job Matching Placement Incentive (JMPI), Apprenticeship Employer Signing Bonus (AESB), the Canada Ontario Job Grant (COJG) and similar grants in other provinces.

Vectors Institute is a social enterprise. To learn more information about Vectors Institute Programs please visit our website or contact us. *Occasions may arise where the course content could vary slightly from the description provided*

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