



**Office Administration Assistant Position
Social Planning Cowichan**

Application Deadline December 14th, 2018

Social Planning Cowichan is seeking an Administrative Assistant who loves to use their creative gifts to develop graphic design materials and update websites, while at the same time, is able to enhance their bookkeeping and organization skills within an office environment. We are looking for someone who loves taking notes, writing reports, and who can assist with community development projects. The ability to work both with a team and independently while having a great sense of humour will help; but above all, you must have excellent communication skills with a proven ability to connect with people and be comfortable in diverse situations.

Job Description

The Administrative Assistant will coordinate, oversee, and/or perform a wide variety of administrative and program support activities. This position coordinates office and staff support services, and oversees and/or participates in the coordination, supervision, and completion of special projects and/or events.

A sample of Duties and Responsibilities include

- Participate in ensuring the smooth functioning of a busy schedule
- Collect, enter, and/or update data to maintain departmental records and databases, as appropriate; establish and maintain files and records for the office.
- Coordinate Bookkeeping and Records Management functions.
- Assist in the coordination, supervision, and completion of special projects and grant applications
- Update, prepare and coordinate publication of documents such as brochures, handbooks, and annual reports.
- Provide assistance to coordinate arrangements for community events
- Maintain computerized information systems and participate in the development to improve efficiencies.
- Maintain and improve our Social Media presence, website updates, provide assistance with newsletter and mail outs.

Qualifications

- A willingness to dive in and learn
- Knowledge of office principles and procedures
- Strong event coordination, organizational and time management skills
- Proficiency with a range of technology including office equipment, computers and using Word, Excel, PowerPoint, website and graphic design
- Exceptional communication skills, both oral and written
- Proven prioritizing and multitasking skills
- Records maintenance skills and knowledge of bookkeeping processes

This is a part time position starting at 20 hours per week.

Please submit applications including a cover letter and resume to: info@socialplanningcowichan.org

Applications will be accepted up to December 14, 2018 and interviews held the following week. Only those selected for an interview will be contacted. Thank you for applying!