

## **ADMINISTRATIVE ASSISTANT (Courtenay)**

**Compensation:** \$15.52/hour (starting)

**Hours of work:** Monday-Thursday, 15-18 hrs / wk

**Reports to:** Community Leader / Executive Director

### **Role Description:**

Responsible for managing day to day operations of the L'Arche administrative office. Carries out a wide range of administrative support tasks under the supervision of the Executive Director. As needed, may assist the Bookkeeper, Communications/Grants, Fundraising/Community Development, Events, or I Belong Centre staff.

### **Responsibilities:**

- Acts as point of first contact by phone, email and in person. Welcomes callers/visitors and directs them or provides information as needed.
- Sorts and distributes incoming mail; prepares outgoing mail. Prepares and sends scanned documents, faxes.
- Interacts with the general public, L'Arche staff and board members, L'Arche core members, volunteers, and donors.
- Prepares and updates documents, maintains files (electronic and hardcopy).
- Monitors inventory of office supplies; orders supplies or services; sources vendors as needed
- Prepares and distributes email communications, written correspondence, monthly and annual community calendars.
- Handles logistics for semi-annual mass mail campaigns.
- Manages social media (Facebook) and website content (WordPress). Sets up and manages other online platforms (Canada Helps P2P campaigns).
- Manages database of donors, agencies, media and other contacts (SUMAC).
- Carries out support tasks on fundraising events, raffles and other initiatives. Helps to track and reconcile donations and other revenues.
- Maintains office petty cash.
- Directs invoices to bookkeeper for payment. Assists bookkeeper with filing, mailing tax slips, issuing payroll reminders.
- Other responsibilities may arise on a daily, monthly or annual basis.

### **Personal Skills:**

- Self-directed, highly organized; able to identify, prioritize, complete tasks with minimal direction
- Able to switch focus frequently and carry out detailed tasks with accuracy in a busy office
- Able to work effectively with staff, volunteers and others
- Excellent verbal and written communication skills; good with numbers
- Versatility and willingness to learn are essential; ability to initiate new office procedures
- Able to maintain confidentiality at all times, handle sensitive information appropriately
- Must be comfortable working with diverse populations. Experience with persons with disabilities and/or diversity training would be a definite asset
- Knowledge of non-profit structure and governance would be an asset

### Technical Skills:

- MS Office – Word and Excel (intermediate level)
- experience with email and browsers
- database management (knowledge of SUMAC an asset)
- social media marketing (Facebook, Instagram)
- website content management (WordPress preferred)
- ability to manage cash, receive and track donations (knowledge of QuickBooks an asset)
- ability to create and manage online fundraising pages (Canada Helps P2P platform an asset)
- general proficiency in office equipment and applications with ability to implement upgrades; ability to analyze and trouble-shoot minor technical issues
- proficiency in current business practice and communications

Please note: This is not an entry-level position. It is expected that the successful applicant will already possess the technical skills listed above. Other training specific to this position will be provided between August 6-16 (dates and times to be negotiated upon hiring).

Please send a current CV and cover letter to [office@larchecomoxvalley.org](mailto:office@larchecomoxvalley.org), stating why you wish to work for L'Arche Comox Valley. Kindly provide three work references with your application.

**THE DEADLINE TO APPLY FOR THIS POSITION IS FRIDAY, JULY 5<sup>TH</sup> AT 5:00 PM.**

**No phone calls or drop-ins please.** We thank all applicants for your interest, but will contact only those selected for an interview.