



Steveston Community Society

Serving the Community of Steveston Since 1946



Employment Opportunity – Administrative Support

Steveston Community Society and Richmond Agricultural & Industrial Society – Temporary Six Months

Steveston Community Society and the Richmond Agricultural & Industrial Society are looking for someone to temporarily support the Societies through administrative support. If you are someone that has strong computer and typing skills, quick learner and great interpersonal and communication skills, consider using your skills and abilities to support two of your local Societies.

DUTIES AND RESPONSIBILITIES

Administrative

- Prepare written reports and agendas for the Board and Committees
- Coordinating and distributing materials for Board and Committee meetings
- Recording and distribution of Board Meeting Minutes
- Maintaining Society records and completion of annual filings
- Maintaining Board calendar and schedule
- Maintain membership lists and mailing lists
- Preparing Annual General Meeting materials
- Submit monthly reports/updates to a committee or committee(s) and Board of Directors meeting as requested
- Assist with the development of policies where needed with city staff
- Maintain and manage the Societies' files and documents
- Prepare and distribute a wide variety of correspondence on behalf of the societies
- Maintain the Societies' contact lists and related information
- Compile, sort, label and file all past societies' records to be ready to submit to archives
- Assist with the preparation of the societies' budgets with city staff and Treasurer
- Assist with the ordering of supplies and equipment
- Other duties as assigned

Customer Service/Communication

- Liaise with the societies' Board of Directors, committees and other external agencies and organizations to support the mission of the societies
- Use effective communication skills with both internal and external clients and office staff
- Ensure effective conflict resolution skills are used to deal with difficult people and situations that may arise with volunteers, staff, Board of Directors

Programming

- Assist in the administrative aspects of planning and executing a special event

Safety and Risk Management

- Manage police information checks as required for volunteers and Board of Directors
- Organize and apply for and/or renew insurance requirements for the Societies, including events, permits, licenses and certificates
- Know and follow emergency protocol and procedures
- Assist and support city staff in the case of an emergency

REQUIRED QUALIFICATIONS/SKILLS

- Minimum 2 year experience in Admin support
- Minute taking
- Strong communication skills
- Strong organizational and time management skills
- Experience with administrative tasks
- Ability to work independently as well as part of a larger team, demonstrate good judgment, take initiative and lead effectively
- Proficiency with Microsoft Word, Excel, PowerPoint and Outlook
- Familiarity with budgeting and financial planning/analysis

DESIRED QUALIFICATIONS/SKILLS

- Proficiency and comfort using social media and website platforms
- Grant application experience an asset
- Marketing experience an asset
- Second language
- Standard or Emergency First Aid & CPR

HOURS OF WORK AND REMUNERATION

- Temporary Six-Month Position (Approximately October 2018-April 2019 with possibility of extension)
- Up to 20 hours per week
- \$17.41 per hour (As of September 1, 2018)

Interested candidates may apply for this position by sending a cover letter and resume to:

Attention – Hiring Committee

Steveston Community Society and Richmond Agricultural & Industrial Society

Email: stevestoncc@richmond.ca

The deadline for receiving applications is **October 10, 2018 at 10:00am.**

The Steveston Community Society and Richmond Agricultural and Industrial Society thank all applicants in advance for their interest. Only those candidates under further consideration will be contacted.