



## 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 a quick learner with great interpersonal and communication skills and strong computer and typing skills, consider using your experience 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 ordering of supplies and equipment
- Other related 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

**DESIRED QUALIFICATIONS/SKILLS**

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

**HOURS OF WORK AND REMUNERATION**

- Temporary Six-Month Position (Approximately February - July 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](mailto:stevestoncc@richmond.ca)

The deadline for receiving applications is **January 14, 2019 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.