

**Employment Opportunity – Administrative Assistant
(Term Position)
Steveston Community Society and Richmond Agricultural & Industrial Society**

Administrative Assistant (Term Position)

Steveston Community Society and the Richmond Agricultural & Industrial Society are looking for someone to work for the Societies in an administrative support position. This is a term position and has an immediate start date. The successful candidate will also meet the following Canada Summer Jobs requirements: 30 years of age or under at the start of employment; a Canadian Citizen, Permanent Resident, or recognized Refugee in Canada; hold a valid Social Insurance Number; and are legally entitled to work in Canada.

Overview

The incumbent must possess excellent organizational, multi-tasking and customer service skills. The main responsibilities of the role is to assist in the administrative and operational aspects of planning and executing a large-scale special event.

Examples of key responsibilities include, but are not limited to:

- Assist and manage aspects of planning and executing a special event.
- Respond via email and phone to enquiries.
- Provide administrative support including documentation preparation, editing, proofread of general correspondence and reports.
- Assisting with the creation of presentations including printing, photocopying and binding.
- Scheduling and organizing meetings (both in person and Zoom), including materials and presentations, developing email agendas, minute taking and other duties as required.
- Monitor, maintain and order stationery and office supplies.
- Filing, projects and other related duties as required.

Knowledge, Skills & Abilities:

- Ability to exercise diplomacy, confidentiality and sound judgement.
- Ensure effective and tactful conflict resolution skills are used to deal with difficult people and situations that may arise with volunteers, staff, Board of Directors.

- Ability to perform administrative duties with deliberate speed and accuracy without immediate and constant supervision.
- Intermediate skills with Microsoft Office programs including Outlook, Word, Excel and PowerPoint.
- Excellent verbal and written communication skills, including spelling, grammatical and proofreading ability.
- Proven time management and organization skills.
- Work effectively, individually and as part of a team, and work under minimal supervision.
- The ability to occasionally lift 25-50 lbs.
- Ability to successfully pass a Police Information Check.

Qualifications and Experience:

- A minimum of one (1) year of related work experience in an office environment is preferred.
- Strong communication skills.

HOURS OF WORK AND REMUNERATION

- Flexible hours to be determined in consultation with Steveston Community Society, Richmond Agricultural & Industrial Society and successfully candidate.
- \$22.56 per hour at 35 hours per week for a 8 week period

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: admin@stevestonsalmonfest.ca

The deadline for receiving applications is April 30, 2024

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.

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