



## **Steveston Community Society**

*Serving the Community of Steveston Since 1946*



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

Steveston Community Society and the Richmond Agricultural & Industrial Society are looking for two people to work for the Societies in an administrative/operational support positions. The main responsibilities of the role are to assist in the administrative aspects of planning and executing a large scale special event.

These are term positions:

- May 5, 2025 start date for an eight week period ending June 27, 2025
- May 12, 2025 start date for an eight week period ending July 4, 2025

These positions are supported by the Canada Summer Jobs Program and the successful candidates must 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 incumbents must possess excellent organisational, multi-tasking and customer service skills. The main responsibilities of the role are to assist in the administrative and operational aspects of planning and executing a large-scale special event.

#### **DUTIES AND RESPONSIBILITIES**

- Assisting and managing aspects of planning and executing a special event.
- Responding in-person and via email and telephone to enquiries.
- Providing administrative support including documentation preparation, editing and proofreading of general correspondence and reports.
- Assisting with the creation of presentations including printing, photocopying and binding.
- Scheduling and organising meetings, (both in person and virtually, using the Zoom platform), including materials and presentations, developing email agendas, taking minutes and other duties as required.
- Supporting Directors and Leads when special events or organised activities are underway.
- Monitoring, maintaining and ordering stationery and office supplies.
- Filing and other office related administrative duties as required.

#### **DESIRED SKILLS AND ABILITIES**

- Ability to exercise diplomacy, confidentiality and sound judgement.
- Ability to ensure effective and tactful conflict resolution skills are used to deal with difficult people and situations that may arise with volunteers, staff and 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 oral and written communication skills, including spelling, grammatical and proofreading ability.
- Time management and organisational skills.
- Work effectively, both individually and as part of a team and work under minimal supervision.
- The ability to lift 25 to 50 pounds.

- Successfully pass a Police Information Check.

#### **QUALIFICATIONS AND EXPERIENCE**

A minimum of one year of related work experience in an office environment is preferred.  
Strong communication skills, both orally and in writing.

#### **HOURS OF WORK AND REMUNERATION**

Flexible hours to be determined in consultation with the Steveston Community Society, the Richmond Agricultural and Industrial Society and the successful candidate.

Hourly wage: \$22.56

Hours per week: 35 hours

Term: 8 weeks total

Location: Steveston Community Centre, 4111 Moncton Street, Richmond BC V7E 3A8

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

Attention – Administration Coordinator

Email: [stevestoncc@richmond.ca](mailto:stevestoncc@richmond.ca)

**The deadline for receiving applications is Sunday, April 27, 2025 at 11:50 pm**

The Societies thank all applicants in advance for their interest. Only those candidates under further consideration will be contacted. No telephone calls please.