

Administrative Assistant

6-Month Part-Time Term Position

Description

The Administrative Assistant is employed by the Northern Hills Community Association (NHCA) on a temporary basis and is accountable to the Executive Director or person designated as Acting Executive Director. Governed by the Mission Statement and working within the policies and procedures of the Association. The Administrative Assistant supports the Executive Director in coordinating the NHCA's programs, events, projects, and services, along with the oversight of the NHCA's communications.

Availability

- 25 Hours per week on an hourly rate of \$20
- Work expectation from Monday to Friday
- Flexible hours around NHCA Office core hours

Responsibilities

- Assisting Executive Director in accomplishing their goals
- Manage NHCA's communication platforms such as main office contact email address, phone line, website content, social media channels, and emails to members and public
- Coordinating and assisting with various programs, events, projects, and services
- Collaborating with the Community Relations Committee on driving and improving NHCA's community, member, volunteer, partner, and business relations
- Organizing office space – filling processes, furniture needs, necessary infrastructure
- Some duties will include attendance at Community Association activities at various sites around the Northern Hills community

Requirements

- 2 years+ experience or training in relevant fields preferred
- Post-Secondary student or recent graduate in Administration, Public Relations, Communications, Business Management, or Marketing preferred but not required
- Excellent time management skills and ability to multi-task and prioritize work
- Collaborative and Team working mindset and skillset
- Attention to detail and problem-solving skills
- Excellent English written, verbal, and proofreading skills
- Strong organizational and planning skills
- Proficient in MS Office 365
- Available to start employment on Friday, July 30th

APPLICATION

Submit your application which has to contain your resume, background, and qualifications, to the Executive Director – exec.director@nhca.ca before 8:00AM on Monday, July 26th, 2021.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, degree completion, or disability status.