

Job Description

Administrative Assistant

1-year Term Position

Description

The Administrative Assistant is employed by the Northern Hills Community Association (NHCA) 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 and services, along with the oversight of the NHCA's communications.

Availability

- 30 Hours per week on an hourly rate of \$20
- Work expectation from Monday to Friday and during the core NHCA Office hours

Roles

- Office Assistant
- Communications Assistant

Responsibilities

- Assisting Executive Director and Newsletter Coordinator 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
- Collaborating with the Communications Committee on driving and improving NHCA's outreach via available communication platforms
- Organizing office digital files by moving and copying them into the appropriate SharePoint file sites
- Some duties will include attendance at Community Association activities at various sites around the Northern Hills community
- Other duties as assigned by the Executive Director

Requirements

- 2 years+ experience or training in relevant fields preferred
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent English written, verbal, and proofreading skills
- Strong organizational and planning skills
- Proficient in MS Office 365

Application

Submit your application with your resume, cover letter and qualifications to the Executive Director – exec.director@nhca.ca by 8:00 am MST on February 21, 2022.

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.