



June 22, 2022

Job Posting #: 04-2022_ADM

EXTERNAL AND INTERNAL JOB POSTING

Nelson CARES Society

Position: Administrative Assistant

Location: Nelson BC

Classification: Temporary Part-Time (10 Hours per week)

Nelson CARES Society (NCARES) is a not-for-profit organization that provides programs and initiatives housing, employment, legal information, and support services.

Job Summary: Acts as the Society General Administrative Assistant.

Duties and Responsibilities:

Provides general administrative support:

- a. Assist program managers as directed by the Executive Director.
- b. Supports the maintenance of records and systems to meet accreditation standards.
- c. Assist with special projects as required.
- d. Agency Receptionist back-up tasks:
 - Schedules appointments as directed.
 - Provides administrative support to managers as required.
 - With direction from Manager of Operations and/or Executive Director, develop and produces internal communication materials and resources for employees (ex. Monthly newsletter), order office supplies and coordinate Society events.
 - Maintain NCARES' websites and technical support.
 - Order office supplies.
 - Forwards all housing applications to the Affordable Housing Administrative Support.
 - Provide support and assistance to the Board when organizing agency/community events.
 - Maintains online calendar schedule.
 - Research and develop administration systems.
 - Prepare tax receipts and thank you letters to donors and assists in maintaining donor database.
 - Provide notice and support documentation, as directed by the Executive Director, to Board members for meetings.
 - Provide administrative support to the Executive Director.
 - Other duties as assigned.

Qualifications:

A minimum of 2 years of experience in office administration, plus some experience in the Social Services field or related educational background.

Job Skills and Abilities:

1. Superior verbal and written communication skills
2. Respectful, clear, and helpful telephone and greeting manner.
3. Excellent computer skills with proficiency with a diverse range of software programs.
4. Ability to deal with people in crisis in a non-judgmental and confidential manner.
5. Ability to manage a wide range of requests and interruptions throughout the course of a day.
6. Superior organizational skills.

Compensation : \$19.65/hr (JES Grid Level 6)

Start Date : As soon as possible

Days and Hours : Monday to Friday

Application Deadline : 4 pm on July 13, 2022

Please e-mail a cover letter and current resume with e-mail addresses of three references to:

Human Resources Coordinator

Email: recruitment@nelsoncares.ca

(Please indicate position and job posting number on the subject line)

Nelson CARES Society is an equal opportunity employer. Only short-listed external candidates will be contacted. All internal applicants will be contacted as to the status of their applications. Job description is available upon request.