



June 28, 2024

Job Posting #: 04-2024_ADM

EXTERNAL AND INTERNAL JOB POSTING

Nelson CARES Society

Position: Administrative Assistant

Location: Nelson BC

Classification: Permanent Part-Time (28 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: Nelson CARES Society is seeking a permanent part-time employee to act as the Society's General Administrative Assistant.

This is a benefited position upon successful completion of the probationary period.

Duties and Responsibilities:

1. Provide general administrative support:

- a. Support the maintenance of records and systems to meet accreditation standards.
- b. Maintain inventory and tracking systems and provide IT support.
- c. Create and distribute quarterly staff newsletter.
- d. Assist with special projects as required.
- e. Assist program managers as directed by the Executive Director.

2. Agency receptionist backup:

- a. Schedule appointments and meetings; answer phone calls and walk-in inquiries.
- b. Provide administrative support.
- c. Order office supplies, set up & take down meeting spaces.
- d. Assist with housing applications, rent receipts and queries.
- e. Act as the front-line person, providing information, support and referral to clients and members of the public, who walk in or telephone the main Nelson CARES office.

3. Provide program support and assistance to the Operations Manager, Executive Director and Board:

- a. Assist in organizing agency/community events
- b. Design and assist with writing, editing, and distribution of the Annual Report.
- c. Assist program managers by researching suppliers and prices of PPE/Safety equipment and distributing information to managers as requested.
- d. Assist the Operations Manager with communications, both internal and external.
- e. Perform other related duties as assigned by the Operations Manager, Executive Director or Board of Directors.

Qualifications:

A minimum of 2 years' experience in office administration and/or Information Technology (IT). Professional or volunteer experience in the Social Services field or related educational background is preferred.

Job Skills and Abilities:

1. Superior verbal and written communication skills.
2. Respectful, clear, and helpful telephone and greeting manner.
3. Excellent IT skills and computer skills with proficiency with a diverse range of Windows-based software programs (i.e. Excel, Word, Canva, PowerPoint, Mailchimp).
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 day.
6. Superior organizational skills.

Compensation : \$24.55/hr (JES Grid Level 6, Step 2)

Start Date : As soon as possible

Days and Hours : Monday to Friday

Application Deadline : 4 pm on July 5, 2024

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

Human Resources

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.