



# People for a Healthy Community

PO Box 325, 675 North Road, Gabriola Island, BC. V0R 1X0

T: 250.247.7311 E: info@phcgabriola.org

## JOB DESCRIPTION

**POSITION: ADMINISTRATIVE ASSISTANT**

**LOCATION: Gabriola Island, BC**

**REPORTS TO: Executive Director**

**TYPE OF POSITION: Permanent Part-time**

**TERMS OF EMPLOYMENT**

- 2-3 days per week, 5 hours per day
- Probationary period of 3 months

**SCOPE OF WORK**

The Administrative Assistant will be responsible for providing administrative and bookkeeping support to ensure efficient operation of the office. In addition, this position will provide support to the Board of Directors.

**JOB SPECIFIC RESPONSIBILITIES**

- Answer and direct phone calls, visitors and clients
- Organize and schedule meetings and appointments
- Maintain up-to-date contact lists including volunteers, donors, sponsors
- Produce and distribute correspondence memos, letters, faxes and forms
- Purchase office supplies and cleaning supplies as required
- Maintain key holder list and have additional keys cut as required
- Log employees time and volunteer time sheets
- Prepare Policy and Procedure binders for new Board members
- Prepare ads and posters for various events following established templates
- Purchase computer software, hardware, supplies and maintenance as required
- Manage email addresses and forwarding of mail
- Back up all computer files
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Book travel arrangements
- Work with Bookkeeper, Board of Directors and Committee Heads
- Post invoices and bills, ensuring documentation for each cheque
- File source documents in supplier, program expenses, payroll and utility files
- Design and maintain donor database spread sheets, issue charitable receipts
- Download and enter all data for new donor database
- Initiate and maintain monthly donor direct deposit (CAFT) and Canada Helps

**JOB SPECIFIC RESPONSIBILITIES (cont'd)**

- Prepare budgets for grants, prepare purchase quotes for equipment, research government policies and assist with grant submissions
- Other duties as required by the Executive Director

**QUALIFICATIONS**

- Proficiency in MS Office programs including MS Word, Excel, Publisher
- Knowledge of basic graphics software such as Illustrator or In Design
- Ability to use meeting organizing computer software, shared folders, general office machinery operations and maintenance.
- Proven administrative experience with ability to use accounting software acquired by PHC (Quickbooks preferred)
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills

**REQUIREMENTS**

- Ability to manage multiple tasks and meet deadlines
- Be a resident of Gabriola Island

**SALARY RANGE \$18.00 - \$23.00** depending on experience

REVIEWED BY *Title*

APPROVED BY *Title*

DATE POSTED

DATE HIRED