

Job Posting

#21.49 ADMIN ASSISTANT

NEW ROADS – VIEW ROYAL

This posting is open to all qualified applicants.

Our Place Society (OPS) is an organization founded on progressive Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcomed. **A team approach is critical to living out our mission and values and to directing our work.**

Position Overview:

Reporting to the New Roads Director, provides a variety of senior administrative duties, including scheduling appointments, preparing correspondence, reports, statistics and other documents.

Duties and Responsibilities:

- Performs a range of administrative duties often involving material of a confidential nature for the New Roads director and the team. Arranges meetings, sets agendas, takes minutes and is responsible for the correspondence of the New Roads director.
- Provides administrative assistance to the New Roads Team including organizing and attending staff meetings.
- Collects and organizes data for the preparation of reports for funders
- Develops administration procedures including all types of paperwork, control systems, filing, storage, and retrieval of information.
- Help set up systems to track the work of the various areas of programming and implement streamlined methods of completing the work
- Ensures that supplies across the various program areas are ordered and maintained.
- Assists the Site Supervisor in tracking and implementing time sheets as necessary.
- Assists New Roads Team with the more advanced uses of the various Microsoft Office computer programs (Outlook, Excel, Publisher, Word, etc.)
- Performs other related duties as required

Qualifications:

Education and Experience:

- Grade 12 plus 5 years senior administrative experience, or an equivalent combination of education and experience.
- Excellent computer skills required.



Hope and Belonging

- Experience providing support for program data capture and research.
- Experience working the charitable sector and an understanding of addictions is preferred.

Other Skills and Abilities:

- Highly organized, efficient and self-motivation.
- Excellent writing and editing skills.
- Ability to manage own diverse workload on a day-to-day basis.
- Ability to work under pressure and to deadlines.
- Ability to work on own initiative.
- Knowledgeable of community resources.
- Good interpersonal skills and the ability to display tact and diplomacy.

Working Conditions

Shifts: Part Time, Day Shifts, 24 hours

Compensation: \$20.32 to \$24.27.

Benefits: 3 weeks' vacation. Excellent full employer paid benefits after successful completion of 3 months of full-time employment.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 4:30 p.m. Tuesday July 13, 2021 to careers@ourplacesociety.com or to Our Place Society, Attention Marion Hoadley, HR Director, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote "File #21.49 – Admin Assistant, New Roads" in the subject line.

Please note: All applications must have a cover letter to be considered.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve, and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities