

# Job Posting

## #26.05 Admin Assistant

### New Roads Therapeutic Recovery Community

**\*See Below for Shift Details\***

Our Place Society (OPS) is an organization founded on inclusive and progressive Christian values and principles. We are driven by our values: hope and belonging, teamwork, unconditional love and safety. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. A team approach is critical to living out our mission and values and 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.

- 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:** Full time, four days (32 hours) per week.

**Compensation:** \$25.95 to \$29.76 per hour.

**Benefits:** Vacation is accrued at a rate of 6% or in accordance with your length of service as per the collective agreement (Article 18.1). Eligible for a 100% employer paid comprehensive benefits plan, including health and dental coverage, after completion of probationary period.

This position requires union membership.

**How to Apply:**

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 1pm on Monday, January 26, 2026 to [careers@ourplacesociety.com](mailto:careers@ourplacesociety.com) or to Our Place Society, Attention Ryan Brost, HR Manager, 1027 Pandora Ave, Victoria, B.C. V8V 3P6. Please quote “File #26.05 – Admin Assistant – New Roads” in the subject line.

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

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

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.