



JOB POSTING

Administrative Assistant (1.0 FTE)

Reporting to: Director of Operations
Start Date: As Soon As Possible
Hours of Work: 35 hours per week
Benchmark: Administrative Support 3
Grid Level: 5 (Wage Scale: \$17.07-\$18.79/hour)
Closing Date: 5:00pm Friday June 22, 2012

Position Summary:

The Administrative Assistant provides administrative support to the Director of Operations, including recording and preparing minutes, preparing reports, correspondence and other documents, filing paper documents, assisting in the creation, development and maintenance of record-keeping systems, and undertaking other administrative work as assigned.

Duties:

1. Records, prepares and circulates minutes of Operations Standing Committee, Membership Standing Sub-Committee, Program Coordination Team, and other meetings as assigned. Also assists in organizing meetings as required.
2. Assists the Director of Operations to organize the Annual General Meeting of the Society, including document preparation, the organization of mail-outs to the membership, organizing bookings and taking minutes of the meeting.
3. Assists in organizing annual Board Orientation and social events, including updating documents and binders and making relevant bookings.
4. Assists in organizing the Society's Strategic Planning efforts and sessions, including taking minutes where required, creating and updating relevant documents and setting up meetings.
5. As directed by the Director of Operations, assists with the Reception, Internet Café and Mail Room programs by working with the volunteers and providing administrative and other support as required.
6. Assists the Director of Operations by identifying and ordering required office and other supplies and researching service providers and pricing as requested.
7. Makes meeting room and other bookings for staff as requested, ensures that there are no double-bookings, works with staff to re-organize meetings and posts monthly bookings schedules as required.
8. Makes travel arrangements as directed for Board Members.
9. Assists the Director of Operations in the development and maintenance of the corporate record-keeping system, including daily filing of documents.
10. Prepares and types memoranda, minutes, confidential reports and other documents as assigned by the Director of Operations.

11. Responds to information requests and inquiries from staff, board members and other volunteers by providing copies of correspondence, policy statements, and other information, as appropriate.
12. Opens, screens and distributes daily mail as directed and sorts and distributes copies of correspondence, memoranda and other documents for the information of the Board, the Executive Director, and others as required.
13. Maintains the notice boards situated in the Society's office by discarding and updating information as required.
14. Updates and distributes Society's internal telephone list and other relevant documents as required.
15. Performs other related duties as assigned.

Qualifications

Education and Training and Experience:

- Graduation from a recognized community college diploma program in a related field
- Three years recent, progressive related experience.
- Practical knowledge of and proficiency in Windows OS and Microsoft Office Suite.
- Or an equivalent combination of education, training and experience.

Skills and Abilities:

- Excellent oral, written and interpersonal skills.
- Ability to perform multiple tasks in a demanding environment.
- Ability to empathize with and empower persons living with HIV/AIDS and to work with diverse communities
- Ability to prioritize workload and work independently.
- Ability to work cooperatively as part of a team.

Union: CUPE Local 3495

This position is covered by the terms and conditions of the prevailing Community Sub-sector Collective Agreement. CUPE Local 3495.

Please submit a resume and a letter of application addressing the duties of the position **by email only**, to Stephen Macdonald, Director of Human Resources at: stephenm@positivelivingbc.org before **5:00 pm, Friday June 22, 2012. No Phone Calls Please.**