



Campbell River Community Literacy Association
121A - 740 Robron Road,
Campbell River, BC V9W 6J7
250-923-1275
www.literacyforall.ca

Job posting to be filled immediately

Campbell River Literacy Association

Part Time Office Administrator

Under the direction of the Executive Director and Volunteer Board, the Office Administrator is responsible for providing secretarial, clerical and administrative support to the Executive Director and Program Managers in a non- profit environment.

Details of position:

- This position is offered on a contract basis that coincides with School District academic calendar (September – June) and offices are closed during typical School District breaks and will begin as soon as the successful candidate is found
- Starting wage is \$16/hour with weekly hours totalling 16 hrs/week, hours will be from Monday-Thursday from 10 am – 2 pm. Occasional additional hours will be required to assist in special and fundraising events
- As you will work inside a SD 72 building, current criminal record check will be required
- Training in literacy work with adults and English as a second language learners will be provided
- Observance of all COVID protocols will be a requirement of this position

The applicant must demonstrate the following skills:

- excellent interpersonal skills with the ability to work independently and collegially as part of a team
- analytical and problem solving skills
- effective verbal and listening communications skills
- attention to detail and high level of accuracy
- very effective organizational skills
- effective written communications skills
- highly proficient computer skills in a Microsoft Windows environment with high proficiency in Word, Outlook and Excel. Experience with the Sage Accounting software would be considered as asset
- strong computerized file and workflow management

Campbell River Literacy Association is a non-profit society associated with Decoda Literacy.

Responsibilities:

- Act as first contact for individual seeking to access services and/or volunteer with organization
- Answer telephones, provide information, refer calls and/or take messages
- Develop and revise Campbell River Community Literacy Association forms
- Maintains general office records and files
- Orders and maintains office supplies
- Creates donation receipts and maintains office petty cash
- Codes invoices as per accounting procedures
- Coordinates AGM and fundraising events, assists with prize donations
- Creates and/or drafts a wide array of electronic documents in support of staff such as letters, memos, reports, fliers, posters, agendas, meetings minutes etcetera
- Process and distribute incoming mail; prepare and send outgoing mail.
- Maintain database/spreadsheet for donators.
- Record and report on tutor and student attendance
- Prepare newspaper ads and acknowledgements
- Other related duties as assigned

Please forward your resume, cover letter and two personal references to Kat Eddy – Executive Director

kateddy@literacyforall.ca