



**Sooke Family Resource Society
Job Posting 06-22 Administrative Assistant**

We are currently seeking a part time Administrative Assistant to join our team. All employees of Sooke Family Resource Society are dedicated to serving the community and committed to supporting the society's mission statement.

Mission statement: We provide people, of all ages and abilities on southern Vancouver Island, with services and resources that encourage them to enhance skills, address challenges and create a path forward.

Job Title:	Administrative Assistant
Date Posted:	May 5, 2021
Closing Date:	May 19, 2022
Reports To:	Executive Director
Location:	Sooke, BC
Shift Schedule:	Standard working hours Monday - Friday
Hours per Week:	25-30 hours per week
Note:	This position is open to applicants of all genders

To Apply, please submit resume, and cover letter by email to ladempsey@sfrs.ca

Job Summary:

This position is responsible for a variety of administrative duties in direct support of SFRS administration, the Executive Director and the SFRS Board of Directors.

Key Duties and Responsibilities:

1. Supports the Executive Director with administration functions:
 - a. Updates & maintains policies and procedures, agency documents.
 - b. Drafts and distributes routine emails, correspondence, monthly memos, and newsletters.
 - c. Organizes and Schedules meetings, prepares relevant meeting information
 - d. Maintain database administration of Management Plans
2. Supports the SFRS Board functions (e.g., maintains Board Minutes, responds to Board member queries, plans Board orientations and meetings, etc.)

Employees interested in applying for the above position should submit their name and resume to Human Resources within seven calendar days of this posting.

3. Provides backfill support for Reception duties during breaks, vacation, and other leaves.
4. Evaluates, develops, and recommends office procedures and practices for efficient and effective functioning of the SFRS administration.
5. Provides clerical and administrative support for accreditation and Human Resource functions.
6. Supports the planning and coordination of training activities, and other agency events.
7. Responsible for the coordination of the Health and Safety Committee and provides monthly minutes.
8. Acts as a point of contact for internal and external clients
9. Supports the maintenance of the SFRS website and social media sites.
10. Develops and maintains electronic filing systems and archiving of agency files.
11. Represents the Society by attending community planning tables, committees and or events, as needed.
12. Assumes additional projects, responsibilities and duties as assigned by the Executive Director.

Qualifications:

Education & Knowledge:

- A Certificate or Diploma in Business Administration, Office Administration or equivalent training is required. Equivalent experience and training will be considered.

Training & Experience

- Three (3) years of experience in an office environment.
- Comprehensive knowledge of MS Office (Excel, Word, PowerPoint, Teams)
- Excellent oral and written communication skills
- Strong organizational and time management skills with the ability to multitask, prioritize and meet deadlines.
- Attention to detail and problem-solving skills