



ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Hastings Community Association

Since 1934, Hastings Community Association has been serving the Hastings Sunrise Community, providing recreational and leisure activities for local residents, HCA, a non-profit charitable society, is run by a volunteer board who work jointly with the Vancouver Board of Parks and Recreation to bring affordable programming to the Hastings Community Centre and to respond to the needs of our local community.

Job Title

Administrative Assistant

Job Summary

This is a part time position that provides administrative and organizational support to the Hastings Community Association and Board of Directors in support of fulfilling its mandate of the operation of the Hastings Community Centre. Reporting to the Child Care and Association Manager, it is a dynamic role with a wide variety of duties including Board Meeting Support, office and documentation management, social media duties, basic financial/book keeping tasks, event support and duties related to the association and community centre business.

Job Purpose

- To support the Volunteer Board of Directors to carry out duties related to the Association's business
- To facilitate operations goals of the association
- To assist the Child Care and Association Manager
- To liaison with centre staff in advancing goals of the association
- To organize and support the board and staff members for committee and board meetings
- To maintain clear communication between the Board Members and their employees
- To assist the bookkeeper in minor financial duties when necessary
- To assist in key community centre & associations events and activities
- Maintenance and update of website and social networking accounts



Qualifications

- Minimum 2 years' experience in a similar administrative office position with preference in working with a volunteer board or in a community program setting
- Knowledge and understanding of non-profit societies and their Acts, Policies and Regulations
- Excellent proficiency in Microsoft Office, including Outlook, Word and Excel
- Experience in QuickBooks an asset
- Experience in website programming and management and social media posting
- Excellent verbal and written communication skills
- Basic bookkeeping and financial administration skills
- Excellent organizational skills and abilities
- Ability to execute projects with autonomy and utilize resources in an efficient, effective manner.
- Minimum high school diploma but post-secondary education (diploma, certificate or degree) preferred in a related field

Hours of work

This is a part time position and the number of hours will vary depending on the work required and scheduled by the Childcare and Association Manager. Typical hours are estimated at 16 hours per week and may increase up to 20 hours per week during certain times (e.g. during PNE fair, AGM etc.). Must be able to attend 2-3 evening meetings per month and occasional weekends. The wage for this position is \$23/hour + 4% vacation pay. A comprehensive benefits package is also available for those who wish to opt-in

To Apply

Email cover letter and resume, in either PDF or Word format, to janice.manfron@vancouver.ca. Please indicate "Administrative Assistant – YOUR NAME" in the subject line.

Deadline to apply is September 30, 2018.

Hastings Community Association is committed to offering meaningful employment from all communities and for our team to reflect the diversity of the communities we serve. Indigenous, people of colour, and people across the spectrums of gender, sexuality, age and abilities are encouraged to apply. We thank all candidates for applying, however, only those selected for an interview will be contacted.