

Job Title: Administrative Assistant

Location: Hinton

Job Type: Full-Time (37 hours per week). This is a two-year term position.

Reports to: General Manager

Job Summary:

The Administrative Assistant will provide comprehensive administrative support to ensure the efficient operation of the non-profit organization, Community Futures West Yellowhead. This role involves handling a variety of tasks related to the organization including communication and marketing and ensuring the smooth day-to-day operation of the organization. Marketing for the organization and accounting tasks will be the primary focus of this position.

Key Responsibilities:

1. Office Management

- Maintain office supplies, manage office equipment and ensure a clean and organized workspace for the organization

2. Communication

- Handle incoming calls, emails, and correspondence relating to the organization
- Oversee management of the CFWY website and general email address
- Incorporate community awareness of Community Futures West Yellowhead programs and services
- Maintain a high level of community visibility through presentations, facilitations and attendance at community functions when requested by the General Manager
- Identify community needs and recommend solutions for action
- Maintain knowledge of Community Futures West Yellowhead client and program success stories and reporting same to General Manager and Board of Directors
- Developing a quarterly newsletter for external stakeholders
- Oversee the promotion of the CFWY marketing strategy
- Represent Community Futures West Yellowhead at trade shows and similar events
- Prepare marketing materials as required in partnership with the General Manager

3. Record Keeping

- Maintain accurate and complete records and files, both physical and digital
- Ensure confidentiality and security of sensitive information

4. Support Services

- Work in a team environment to ensure that reports, presentation and other documents are clear and concise
- Provide support to other team members on special projects and initiatives as required

5. Volunteer Coordination and Event Planning

- Assist the CFWY team with volunteer schedules and activities and help with volunteer recruitment when needed

- Assist the CFWY team with the planning and execution of organization events including fundraising, grant proposals, community outreach programs, and training programs

6. Financial Administration

- Support basic financial tasks such as processing invoices, tracking expenses, preparing monthly bookkeeping and budget preparation

Qualifications:

- Experience in office management and administrative tasks is preferred
- Strong interpersonal and communication skills.
- Ability to work collaboratively with government officials, community organizations, and business owners.
- Problem-solving skills and the ability to manage multiple projects simultaneously.
- Proficiency in Microsoft Office and customer relationship management (CRM) systems (including but not limited to TEA and Executive Plus)
- Proficiency in Canva, social media platforms such as Instagram and Facebook with a keen interest in marketing and communication

Other Requirements:

- Ability to travel locally as needed (weather permitting)
- Flexibility to work outside of regular hours in times of emergency.

Salary: upon discussion

Application Deadline: November 1, 2024