

SACRED WOLF FRIENDSHIP CENTRE



145A-8950 GRANVILLE ST
PO BOX 2041
PORT HARDY, BC
V0N 2P0

Program Director
Tracy Hamilton
email: pdswfc@telus.net
Ph: 250-902-0552

EMPLOYMENT OPPORTUNITY : Permanent .7 FTE Sacred Wolf Friendship Centre is currently seeking to fill a permanent position for an **Administrative Assistant**
Hours: 25 hours/week **Salary:** Based on education and experience **Start date:** As soon as possible

Under the supervision of the Programs Director, the Administrative Assistant will be responsible for warm greetings and supportive guidance to those that walk through the doors. The position is also responsible for ensuring effective administration of office systems and financial systems of Sacred Wolf Friendship Centre on a full-time basis.

Duties:

Greet and welcome everyone through the door and direct as requested
Take and direct all phone calls appropriately
Maintain communication systems, software programs, password lists, keys and locks, etc.
Track facility bookings
Manage the maintenance of facility (general tidying outside of janitor's role)
Maintain and upkeep of supplies and office equipment
Manage filing systems
Prepare newsletter
Maintain records- stats and clients
Create and update monthly calendars for all staff
Maintain membership list
Coordinate and transcribe board and staff meetings
Arrange travel and accommodations as required
Perform clerical duties such as filing, photocopying, faxing, etc.
Set up and take down of programs and clean up, office maintenance
Update and maintain safety policies and procedures
Oversee all incoming and outgoing mail and delivery for all staff
Manage inventory catalogue for the organization
Assist with patient travel applications
Manage bookings for the VIHA exam room
First point of communication for all correspondence

Qualifications/skills:

Diploma or Certificate or equivalent experience in office administration
Class 5 drivers' licence, Own transportation is an asset
Excellence in Microsoft Office: word, excel and publisher
Strong interpersonal and written communication
Abundance of experience working with aboriginal families and aboriginal communities
Ability to maintain confidentiality
Willing to complete a criminal records check through the Ministry of Justice

Please submit resume and cover letter with three references in person or via email to Tracy Hamilton please be sure to say "Admin Assist Resume" in the subject line of the email.