



ADMINISTRATIVE ASSISTANT

Administrative Assistant

Employment Type: Contract

Hours: Part-time (10 hours a week)

Closing Date: Until Filled

Hourly Rate: \$25.00

Location: Remote

The Shuswap Economic Development Society (SEDS) is seeking a detail-oriented and experienced administrative professional to join our team. This role focuses on clerical duties and administrative support to ensure the smooth operation of the organization while assisting with board and marketing activities. If you are organized, tech-savvy, and enjoy managing multiple tasks in a collaborative environment, we encourage you to apply.

Key Responsibilities

The Administrative Assistant will be responsible for performing clerical and administrative tasks, including but not limited to:

- **Clerical Support:**
 - Maintain and organize confidential records, files, and correspondence.
 - Record and distribute minutes of meetings.
 - Assist with writing and distributing newsletters and other communications.
 - Prepare invoices for payment and obtain necessary approvals.
 - Distribute information to stakeholders and partners.

- **Social Media and Marketing:**
 - Update and maintain the organization's social media accounts.
 - Assist with marketing initiatives, including creating content and supporting outreach efforts.

- **Meeting Coordination:**
 - Assist in organizing, setting up, and tearing down monthly meetings.
 - Manage meeting organization, including scheduling, preparing materials, and managing Zoom and other virtual platforms.



- **Technical Administration:**
 - Manage Microsoft Share Drives and ensure proper file organization.
 - Oversee the management of a shared email system.

- **Fundraising and Board Support:**
 - Assist with fundraising initiatives and work collaboratively with the board of directors.
 - Support administrative tasks related to board activities and initiatives.

Required Education and Experience

- Minimum of 2 years' administrative experience.
- A two-year diploma from a publicly accredited post-secondary institution (or equivalent education and experience).
- Must be eligible to work in Canada.

Required Knowledge, Skills, and Abilities

- Proficiency in Microsoft 365 (Word, Excel, PowerPoint, Outlook) and zoom.
- Strong technical ability to manage shared drives and email systems.
- Excellent organizational skills and attention to detail.
- Strong written and verbal communication skills.
- Ability to prioritize tasks, meet deadlines, and work independently.
- Experience in handling confidential and sensitive information with professionalism.

Preferred Experience

- Experience working with non-profit organizations.
- Knowledge or experience in fundraising and strategic initiatives.
- Familiarity with economic development initiatives.

To Apply

Please submit your cover letter and resume (in MS Word or PDF) via email to sue@shuswapecdev.ca. By applying, you authorize the Shuswap Economic Development Society (SEDS) to verify the information provided in your application.

Note: SEDS thanks all applicants for their interest. Only candidates selected for an interview will be contacted. No phone calls, please! for more information about SEDS, visit our website: www.shuswapecdev.ca