



Kamloops and District Elizabeth Fry Society

827 Seymour Street, Kamloops, BC V2C 2H6 PH. 250-374-2119 - TF. 1-877-374-2119
www.kamloopsefry.com admin@kamloopsefry.com

"We envision a community founded on equality and justice."

Job Posting	
Position Title Administrative Assistant	Competition No. 2020.06
Department EFry Legal Clinic	Wage \$20.52
Primary Location 702-235 1st Avenue, Kamloops, BC V2C 3J4	Employee Group This position requires Union membership
Current hours per Week 21 Hours	Position Status Regular Part-Time
Shift Schedule Monday – 9:00-4:00 – 1-hour lunch break Tuesday-Thursday – 9:00-3:00 – 1-hour lunch break	Anticipated Start Date As soon as possible

Job Description

At Elizabeth Fry we are passionate about the cause and the people we serve in our community. An administrative assistant is the supportive force behind both, and we are currently seeking someone exceptional to take the helm. The ideal person for the job will be a problem solver with excellent communication skills and impeccable attention to detail. They will have previous experience working in an office environment, performing administrative tasks and providing support to coworkers and clients. The ability to multitask, communicate effectively with people from all walks of life, and work in a highly-organized manner is essential to the position.

Objectives of this Role

- Serve as the eyes and ears of the office, providing information, answering questions, and responding to requests
- Ensure optimal operation of office equipment, supplies, and inventories with preventive maintenance
- Maintain workflow by analyzing and refining standard operating procedures, such as managing Covid-19 protocols, common calendars, communications, office cleanliness, etc.
- Coordinate internal and external resources to expedite workflow
- Support achieving organizational goals while upholding best practices

Responsibilities

- Provide front desk coverage, including managing a multi-line phone system, greeting guests who enter the office and making sure they follow our office Covid-19 protocols, managing incoming/outgoing mail, and maintaining an organized, clean office environment
- Provide direct administrative support to the managers, including email correspondence, generation and distribution of memos, letters, spreadsheets, and forms
- Plan, organize, and schedule agency meetings occurring in the office, offsite, and via video conference



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- Maintain common spaces for appearance and functionality and ensure grounds are kept to an acceptable standard
- Maintain electronic filing systems, contact database, employee list, and inventories
- Oversee and order office supplies and food deliveries for group meetings

Skills and Qualifications

- Certificate in Office Administration or equivalent
- Proven administrative experience
- Superb written and verbal communication skills
- Strong time-management skills and multitasking ability
- Proficient in Microsoft Office programs, with aptitude to learn new software and systems
- Comfortable handling confidential information

Additional Information

- A criminal record check and search under the Criminal Record Review Act is required
- A valid Driver's License and access to a vehicle is preferred

About Us

The Kamloops & District Elizabeth Fry Society is a non-profit society providing services to people who are, or could be, criminalized, with an emphasis on the needs of women and families. The society provides education, advocacy, capacity building and safe, secure, affordable housing within an environment of respect for each person's right to self-determination and freedom from discrimination.

Established in 1974, the Society is a member of the Canadian Association of Elizabeth Fry Societies.

Staff, volunteers, and the board of directors are committed to compassionate program delivery with community collaboration and respect for diversity. The Elizabeth Fry Society, with skilled and motivated staff and volunteers, provides a fair and equitable work environment focused on health, mutual respect and teamwork.

- This position is open to female and male applicants.
- Kamloops and District Elizabeth Fry Society is committed to being an equal opportunity employer and having an employee group that reflects the cultural diversity in the community.
- To apply for this position please submit your resume and cover letter to the address below.
- Only qualified applicants will be invited to an interview.

Reply to: Kamloops and District Elizabeth Fry Society
Human Resources Office
702-235 1st Avenue, Kamloops, BC V2C 3J4

Email: deniz@kamloopsefry.com

Date Posted:
October 13, 2020

Closing Date:
October 27, 2020



Each applicant is responsible for ensuring that the Human Resources Department receives their application by 4:00 p.m. on the closing date.