



Position Posting - Part Time Position Administrative Assistant

Boys & Girls Club of Greater Victoria's (BGCVic) mission is to provide safe, supportive places where children and youth experience opportunity, overcome barriers, develop skills, positive relationships and confidence for successfully leading their lives and communities. The Agency supports practice through a trauma-informed lens, placing priority on participant safety, choice, and self-determination.

Position Summary

The Administrative Assistant (AA) is responsible for providing administrative support to the Boys & Girls Club of Greater Victoria administrative office.

Duties and responsibilities

Administration

- Key contact and oversight of online registration database
- Provides technical support for online registration
- Records Participant information in data management software
- Communicates with participant families
- Coordinates with Prevention staff – timelines and deadlines
- Communicates with Prevention team regarding participant needs
- Updates and edits membership forms and program documents
- Processes payments and enters payment data into spreadsheets
- Records cash or cheque deposits received in person and issues a receipt - deposit information is forwarded to Accounting
- Processes Childcare Subsidies
- Maintains appropriate and accurate records and files (electronic and paper) pertaining to the fund development and communications programs
- Prepares tax receipts for Resource Development and Prevention Program fees
- Covers reception as needed
- Provides administrative support to the Leadership Executive Assistant
- Other duties as assigned

Qualifications

- Education in clerical or office administration
- Minimum of 3 years of recent experience in reception and office administration
- Exceptional communication skills with a focus on customer service
- Strong computer skills including proficiency in Word, Excel, Outlook, and database management
- Must be self-confident, possess good judgment, and enjoy working within a team environment
- Enjoys working with the public, multiple staff, and thrives in a fast-paced office environment
- Able to operate standard office equipment
- Satisfactory criminal record check (must be provided on commencement of employment)
- Experience working in or with a not for profit agency or community-based agency
- Able to respond to conflict in an ethical and constructive manner

Position Skills and Competencies

- Demonstrated strong customer services focus
- Organized with keen attention to detail and time management skills
- Demonstrated effective written and verbal skills
- Demonstrated effective numeracy skills
- Demonstrated basic accounting knowledge – reconcile accounts
- Demonstrated ability to take the initiative
- Demonstrated ability to work independently and as part of a multidisciplinary team
- Demonstrated knowledge of Agency's programs
- Demonstrated experience with conflict resolutions
- Demonstrated experience in database management – Outcomes and Registration software

Working Conditions

This position requires the ability to work in an office setting, perform repetitive office tasks, and spend the majority of time on a computer. This position often requires sitting for long periods of time, some lifting and moving of office supplies in and around the office. This position can be exposed to demanding telephone callers or in-person visitors.

Position Information

- Wage: \$16.60 - \$17.60 /hour
- Term: March 15, 2019 – March 15, 2020 (maternity leave coverage)
- Hours: 21 hours/week
- Work Schedule: Monday to Friday
- Comprehensive benefits package
- Location: Administrative Office, 301-1195 Esquimalt Road, Victoria, BC, V9A 3N6

To Apply

- Submit your resume and cover letter stating the position that you are applying for to employment@bgcvic.org
- The posting will remain open until the position is filled

Boys & Girls Club of Greater Victoria recognizes and respects the Lkwungen, W̱SÁNEĆ, T'sou-ke, MÁlexeł and Scia'new people, whose traditional territories we live and work upon each day.

We thank you for your interest in this position. Only shortlisted candidates will be contacted.