

Central Kootenay Invasive Species Society

Employment Opportunity



Position: Program Assistant

Term: Permanent Employee; preferred start date July 26 or earlier **Hours:** 24 hrs/week, flexible schedule

Compensation: Annual salary based on \$22-25/hour depending on experience, plus extended benefits package

Location: The position will be based at the CKISS office in Nelson, BC with some flexibility to work from home.

Overview

CKISS is a regional non-profit that works to protect the Central Kootenay region from the impacts of invasive species through outreach, monitoring, and on-the-ground management. The Program Assistant will provide support to core operations in a role that directly benefits the environment and communities of the Central Kootenay region.

Description of Duties

Reporting to, and working closely with, the Executive Director, the Program Assistant will be responsible for providing administrative support to ensure efficient operation of the society. The position is responsible for a variety of tasks related to organization and communication such as general office and equipment organization and errands, drafting correspondence and creating document templates, scheduling meetings and travel, maintaining paper and electronic files, and providing information to requests by email/on our website. The Program Assistant will complete human resources-related administrative tasks, track key organizational stats and information, and provide assistance with funding applications. Additional duties may include basic website maintenance, assisting with newsletters, event organizing, preparing Board materials, taking minutes at Board and stakeholder meetings, or other tasks as needed.

Basic Qualifications

- Minimum three years related experience in office and/or non-profit administration
- Super organized, with strong attention to detail and time management to accomplish diverse activities to a high standard
- Strong written and verbal communication skills
- High level of competence using Microsoft Excel and Word, and excellent typing skills. Working knowledge of systems such as Dropbox, Google Suite, Zoom, Mailchimp, and Wordpress would be preferred.
- Current OFA Level 1 certification or ability to obtain
- Valid BC Driver's license
- Personal cell phone with text and data plan available for work use (with compensation)

Preferred Qualifications

- Administrative Assistant Diploma or similar training considered an asset
- Work experience with an environmental non-profit preferred
- Positive, energetic team player who is self-motivated and comfortable working unsupervised
- Excellent problem-solver and creative thinker; willingness to learn new skills as needed

HOW TO APPLY:

Send your resume and cover letter, AS ONE SINGLE PDF FILE, to hr@ckiss.ca

Application Deadline: 5:00pm on July 9, 2021

Please note, only candidates selected for an interview will be contacted. We thank all applicants for their interest.