

# Central Kootenay Invasive Species Society

## Employment Opportunity

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### Position: Program Assistant

**Term:** Permanent Employee

**Hours:** 0.8 FTE

**Start Date:** July 10 or earlier

**Compensation:** Annual salary \$38,250 plus benefits package, with annual cost of living and experience raises.

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

### About CKISS

*We are a non-profit society with a mission to protect our ecosystems and communities by preventing and reducing the harmful impacts of invasive species. Our small team, along with our Board of Directors, actively works to create a collaborative, respectful (and fun) work environment. We encourage all qualified applicants to apply, and we are committed to a fair hiring process that provides equitable and inclusive employment opportunities.*

### 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 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 responding to public inquiries. The Program Assistant will complete human resources and safety-related administrative tasks, track key organizational stats, provide assistance with funding applications and reporting, and help to develop policies and manuals under the Executive Director's direction. 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 (stipend provided)

### Preferred Qualifications

- Administrative Assistant Diploma or similar training, or experience with basic financial processes
- IT or computer systems knowledge considered an asset
- 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

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#### HOW TO APPLY:

Send your resume and cover letter, AS ONE SINGLE PDF FILE, to [hr@ckiss.ca](mailto:hr@ckiss.ca)

Application Deadline: 5:00pm on June 21, 2023

*\*Applications will be reviewed as they're received. The position will be filled when an appropriate candidate is found. We thank all applicants for their interest, however only candidates selected for an interview will be contacted.*