

**JOB POSTING****Casual Office Manager**

Closing date February 2, 2024

This role is to provide Administrative Support for the Kitimat Community Foundation and its Board. The role will require an average of 20 hours per month at \$30/hr., with a greater demand expected around the Annual Telethon activity (end of January, September and October).

Office Manager must be available for periodic evening work when the Board or its Committees have a scheduled meeting. All other work time is flexible and can be scheduled/managed by the worker as needed in order to meet the requirements of the Foundation. This is a contracted position and all tax implications will be the contractor's responsibility.

**Requirements and duties include:**

Attend Board and Committee meetings	Accounts Payable activities
Prepare and distribute meeting minutes	Banking and Bank Reconciliations
Prepare correspondence and mail outs	Annual reports and filings
Prepare annual grant documentation	Maintain website updates
Gather and store documents for archives	Maintain travel log
Monitor email and maintain email distribution lists	
Support sub-committees as needed	
Maintain central filing point for Foundation documentation filing systems and basic database	
Attend events (i.e. Telethon) in a supportive role	

**Qualifications and Education**

- High school, GED, or a combination of relevant education and experience
- Experience in bookkeeping and/or an administrative certificate is an asset
- Experience in SAGE accounting software preferred
- Have reliable access and use of vehicle
- Experience with minute taking and/or transcription is an asset
- Strong writing and grammar skills with attention to detail and formatting
- Computer competency, including proficiency in MS Office, particularly Word, Excel and Outlook
- Punctual and very organized
- Excellent time management skills
- Effective communication skills with all levels of the organization
- Ability to work independently and as part of a team

Please submit your resume to [info@kitimatcommunityfoundation.ca](mailto:info@kitimatcommunityfoundation.ca)

Or mail to Box 22, Kitimat, BC V8C 2G6

Closing date February 2, 2024