



## **Abbotsford Youth Commission**

### **Administrative Assistant Temporary part-time position until June 2018**

The Abbotsford Youth Commission is seeking a youth friendly, personable, organized individual to join our non-profit organization. Hours are 9:00 am – 4:00 pm Tuesday, Thursday & Friday with occasional evening work required. Remuneration is \$15 hourly.

#### **Job Description / Responsibilities**

- Data entry and file maintenance
- Generate, maintain and manage financial and other reports
- Provide reception and administrative support
- Update and maintain website and all social media
- Graphic design to promote all programs
- Special projects as assigned

#### **Requirements / Qualifications**

- Strong communication skills, both verbal and written, organizational skills, both analytical and problem solving, and the ability to work in a fast paced environment
- Proficient in MS Office suite, Email, Internet
- Demonstrated competency in typing and graphic design
- Skilled in working with all MS Office programs
- Minimum 2 years experience working in the field
- Ability to work independently and as a part of a team
- Criminal Record Check required

Applicants should deliver resume and cover letter by email to [bev@abbyyouth.com](mailto:bev@abbyyouth.com)

**Closing Date:** August 4, 2017

Only those applicants who are short listed will be contacted for an interview. No phone calls please.