



**Position:** Administrative Coordinator

**Location:** Courtenay, B.C.

Reporting to the CEO, the Administrative Coordinator will provide a wide range of support services to the organization including the management of corporate documents and processes, coordination of Board and Regional Advisory Committee meetings, preparation of information packages, management of stakeholder communications and general information to the public. In addition, the Administrative Coordinator position will prepare correspondence; provide assistance with the preparation of news releases, conduct research and update web content.

**Duties:**

- Provide administrative support to the CEO
- Manage correspondence
- Manage corporate filing systems (paper and digital)
- Maintain office supplies and equipment
- Coordination Board and Regional Advisory Committee meetings
- Prepare all Board meeting and Regional Advisory Committee meeting packages
- Attend Board and Regional Advisory Committee meetings and record minutes
- Circulate information to Board and Regional Advisory Committee Members
- Respond to and/or redirect inquiries from applicants or the general public
- Ensure basic website management (training can be provided)
- Assist with preparation of correspondence and communication materials
- Additional administrative tasks as required by the CEO, CFO and Project Administrator

**Requirements**

- Grade 12 and at least two years administrative support experience, education and/or training
- Excellent written and oral communication skills
- Good interpersonal and problem-solving skills
- Thorough working knowledge of Microsoft Office software including Microsoft Word, Outlook, Excel and Powerpoint
- Knowledge of general office systems and procedures
- Excellent skills in providing customer service to the public/applicants
- Ability to exercise initiative, tact, diplomacy, good judgement and discretion
- Ability to work independently
- Demonstrate flexibility and adaptability towards duties
- Web management or programming experience will be considered an asset

**Contract Arrangements:**

- A competitive salary is offered, commensurate with experience
- One year term employment contract renewable subject to funding availability
- Cash in lieu of benefits

**Requirements for application:**

- Resume
- Cover letter summarizing your interest, suitability and salary expectations
- Applications to be submitted electronically via email to [info@islandcoastaltrust.ca](mailto:info@islandcoastaltrust.ca)
- Applications will be accepted until 3:00 pm on October 19<sup>th</sup>, 2012

***We wish to express our appreciation to all applicants for their interest and effort in applying for this position and advise that only candidates selected for interviews will be contacted.***