

# KITSUMKALUM



[www.kitsumkalum.com](http://www.kitsumkalum.com)

## **JOB OPPORTUNITY**

**Administrative Assistant - Part-time, possibly full time. Term – 16 months  
Economic Development Strategic Planning Initiative**

Posted until filled

### **Responsibilities**

- Preparing for monthly committee meetings by securing location, food and drinks
- Preparing for meetings; agenda and other necessary documentation as required
- Taking minutes at meetings
- Assisting the facilitator with other administrative duties as required

### **Job brief**

We are looking for a competent Administrative Assistant to provide administrative support in a well-organized and timely manner. The position is to support the Economic Development Strategic Planning process for the Kitsumkalum Economic Development Corporation.

### **Skills Required**

- Proficient with Microsoft Word, Excel, and Powerpoint
- Taking minutes
- Organizing committee and community meetings
- Preparing meeting materials under the direction of the Strategic Planning Facilitator

### **Requirements**

- Full comprehension of office management systems and procedures
- Excellent knowledge of MS Office
- Proficiency in English
- Exemplary planning and time management skills
- Ability to multitask and prioritize daily workload
- High-level verbal and written communications skills
- Discretion and confidentiality
- An interest in strategic planning for economic development is preferred.

Submit a resume and cover letter to:

Debra Stokes

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Cell: 778.838.7769 Office: 778.634.2669

*Thank you for your interest, only those short-listed will be contacted*