



**GABRIOLA  
ISLAND  
CHAMBER**



**COMMUNITY  
ECONOMIC  
DEVELOPMENT**  
GABRIOLA, MUDGE, AND DECOURCY ISLANDS

### Office Wizard Part-time Position

The Gabriola Chamber is looking to fill a part time one year contract position to support the Chamber Manager and the Community Economic Development Officer (CEDO) in efficient operation of office and organizational tasks.

The position will deliver the support through a variety of tasks related to administration, organization and communication. The hours will be between 10-15 per week and the hourly rate is \$17.50. With a monthly maximum of \$1000 in wage.

We are looking for a master multi-tasker with excellent communication skills, innovative thinking and an upbeat attitude. The candidate is required to have their own tools for the job and must be able to work remotely with a weekly meeting and will be reporting to both the Manager and CEDO.

#### Duties and responsibilities include:

- Organize and schedule meetings/appointments
- Maintain contact lists
- Produce and distribute correspondence memos to Advisory and Council
- Assist in the preparation of regularly scheduled reports
- Research topics upon request and provide information
- Take dictation
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Take accurate minutes of meetings
- Reply to email, telephone or face to face enquiries
- Coordinate repairs to office equipment
- Photocopy, scan, print and distribute documents on behalf of Manager and CEDO
- Online platform familiarity is a must, as the position requires the use of mail chimp, survey monkey, wordpress and multiple social media accounts.

#### Skills required:

- Excellent customer service
- Great organizational skills
- Positive 'can do' attitude
- Innovative thinking
- Confidence with Creative & Professional writing
- Copy editing

Please send a **cover letter and resume** to [julie@gabriolamudgedecourcy.ca](mailto:julie@gabriolamudgedecourcy.ca) to apply for the position. Applications will be accepted until 5pm on September 9<sup>th</sup>, 2019.