



## **GABRIOLA ISLAND CHAMBER**

### **Position Description: Office Administration Assistant**

The Office Administration Assistant is a contract position to support the Gabriola Island Chamber of Commerce (GICC) Executive Director (ED) in efficient operation of office and organizational tasks. The position will deliver this support through a variety of tasks related to administration, organization, and communication. The Office Administration Assistant is required to have their own tools for the job (computer) and can choose to work remotely or at the GICC office. The position reports to the ED. **The hours will be an average of 20 per week and the wage range is \$17.75 - \$20.00 depending on experience.**

### **Overall Duties and responsibilities include:**

- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Take accurate minutes of meetings and dictation when required.
- Reply to email, telephone or face to face enquiries
- Complete updates to content on the website, communicate directly with the web designer
- Deliver communications via the use of Mail Chimp, Survey Monkey, WordPress & social media.
- Assist in the preparation of regularly scheduled reports
- Research topics upon request and provide information
- Coordinate repairs to office equipment, office space maintenance
- Copy editing

### **Membership and Economic Development Projects:**

- Track membership, record payments, and ensure members are on the website, email list etc.
- Ensure that invoices and receipts are sent out in a timely and accurate fashion
- Produce a monthly membership report.
- Work with the bookkeeper and Treasurer to ensure that membership information is accurate for monthly financials
- Ensure new and renewing chamber members are aware of benefit program – coordinate regular website updates and newsletters
- Maintain the chamber dashboard database of memberships; produce relevant reports
- Assist members in creating and updating their online business listing
- Assist ED in pursuing new members through media, marketing, and personal contacts
- Assist with development of new programs, resources, and benefits.

### **Visitor Centre:**

- Responsible for staffing schedule during operation hours of the Visitor Centre
- Assist the ED in acquiring and training volunteers and summer staff
- Ensure that operations of the Visitor Centre are following Destination BC branding and operational requirements.

### **Skills required:**

- Excellent customer service and communication
- Great organizational skills
- Positive 'can do' attitude
- Confidence with creative & professional writing
- Copy editing expertise