



ADMINISTRATIVE ASSISTANT

The Administrative Assistant will be responsible for supporting the Executive Director and assisting with the day-to-day operations of the office.

Specific Duties

Under the general direction of the ED, the Administrative Assistant will have the following key responsibilities:

- Work with the Downtown Development Committee to develop and implement strategies that affect the look and feel of the downtown community;
- Communicate with the City of Duncan staff, management, Council and Public Works to assess and act on priorities and possibilities that impact how downtown functions;
- Maintain communication with the membership including property owners;
- Attend meetings, prepare agendas, minutes and all communications related to all Committee activities;
- Assist the ED in preparing the agenda and taking minutes for Board meetings;
- Manage and foster relationships and communication with the DDBIA membership;
- Assist in the planning and preparation of the Annual General Meeting and workshops;
- Plan, coordinate, and implement all annual downtown events;
- In coordination with the Executive Director, delegate tasks to and supervise summer students, day-of-event assistants and casual staff;
- Assist with print ads, poster and social media
- Maintain the website
- Maintain the membership directory
- Handle all inquiries relating to the operations of the Society via the phone, email, and in person;
- Manage insurance needs for the offices and events;
- Prepare and research information for projects;
- Assist in the training of new staff; and
- Plan and implement special projects;

Education and Experience

- University degree or diploma in relevant field (commerce, communication, public relations...);
- Two or more years of experience in a non-profit organization; and
- Knowledge of project management.

Skills and Abilities

- Ability to exercise considerable independence and judgement with minimal supervision;
- Ability to manage multiple tasks and projects;
- Ability to maintain a high degree of flexibility, along with a strong work ethic and can-do attitude;

- Excellent listening, oral, and written communication skills, with the ability to effectively liaise with the public, Executive Director, Board of Directors, membership, City of Duncan and external stakeholders;
- Exceptional organizational skills;
- Proficient in the use of Mac computers, Office Suite, Social Media, email, newsletter software, and MS Office Suite; and
- Ability to work in a team and demonstrate collaborative approach to accomplishing tasks.