



## **Friends of Cortes Island**

### **Administrative Assistant**

#### **Job Description**

##### **Job Purpose**

**Provide administrative support to the FOCI Executive Director to ensure the effective operation and smooth running of the organization.**

##### **Key Responsibilities:**

**Finance** – Handle invoices and donations, prepare cheques and bank deposits, write and record tax receipts, record GST, maintain grant spreadsheets, manage monthly payroll

**Bookkeeping** – record day to day financial transactions and carry out monthly reconciliation.

**FOCI Memberships** – maintain and update membership lists, send out renewal reminders and organize Watershed Sentinel subscriptions

**Regulatory Requirements** – assist with preparing GST claims, T4s and T4As, Charitable Tax Return and BC Society Reports.

**Green Products** – Manage stock and inventory system, keep outlets stocked.

**Supporter management** – develop and maintain donor / supporter data base

**Promotional work** – assist in event promotion and production of promotional materials as needed

**General admin tasks** – assist Executive Director in other administrative tasks as required

##### **Person Specification**

##### **Skills and Experience:**

Proficiency with Microsoft Office (Word, Excel, Outlook, PowerPoint)

General administrative skills

Book-keeping experience, in particular Quick Books, would be an asset

Experience of Mailchimp and social media would be an asset

Excellent organizational and time management abilities

**Personal Qualities:**

Self motivated

Hard working and conscientious

Highly organized and attention to detail

Positive can-do attitude

Discretion and diplomacy

**Job Details**

**Location:** This position will be based at the FOCI office, in Mansons Landing.

**Hours:** 6 hours per week

**Line Management:** Responsible to the FOCI Executive Director.

**Term:** One year initially, with the possibility of extension contingent on funding.

**Remuneration:** \$30/hr