



Administrative Assistant & Board Secretariat

Position Status: Full Time Term Position

Location: Metrotower I – 738-4710 Kingsway, Burnaby, BC

Reporting Structure: Reports directly to the Director of Events and Administration

Starting Salary: \$17 to \$20 per hour [depending on experience] + full benefits

Description: The Administrative Assistant & Board Secretariat will ensure that the BC Care Providers Association helps support the successful operation of SafeCare BC, as well as provide administrative support to the functioning of the co-located office.

The Administrative Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

The Administrative Assistant reports directly to the Director of Events and Administration, but interacts administratively with all other personnel of both the SafeCare BC and BC Care Providers Associations; as well as contractors and vendors service staff, members, and contractors. The required candidate will be extremely organized, detail-oriented and must be able to meet key deadlines.

Principle Accountabilities:

Executive Support

- Provide administrative support to the Executive Director for SafeCare BC
- Manage executive calendar and book travel
- Act as the Board secretariat for SafeCare BC
- Prepare written correspondence (internal/external) and manage external stakeholder relations

General Administration

- Order and maintain adequate office supplies
- Filing and digital record keeping
- Draft correspondence and responds to queries on behalf of Executive Director
- Order catering for in-office and external meetings
- Work with contracted external IT support

Board Support

- Confirm quorum and meeting attendance
- Coordinate Board annual meeting calendar
- Record minutes and distribute in a timely manner
- Act as secretariat support for various Board committees

Conference and Event Support

- Provide on-site support for key events such as the BC Care Providers Annual Conference and the Care to Chat speaker series.

Other Prescribed Duties as Necessary

Please submit your resume and cover letter to cathy@bccare.ca prior to October 15th.