



## **Executive Assistant, Permanent, Part-Time**

### **The Organization:**

Providence Farm is a therapeutic farm nestled at the base of Mount Tzouhalem in the Cowichan Valley on Vancouver Island, British Columbia. Since 1979, the Vancouver Island Providence Community Association, a registered charity and non-profit society, has been operating creative and innovative programs at the Farm for adults in the Valley with mental health issues, brain injuries and physical and emotional challenges.

### **Purpose of Position:**

The Administrative & Executive Assistant is responsible for back-filling daily operations of the Providence Farm Main Office and Reception, and supports the work of senior management, other staff, and the Board of Directors.

**Reports to:** Director of Operations

### **Job Requirements:**

Timely completion of tasks in a work schedule averaging 21 hours/week including provision of back-fill for reception and/or performance of administrative tasks assigned by Management Team.

### **Key Skills & Abilities:**

This position requires administrative skills in written and verbal communication, organization, time management, problem-solving and attention to detail.

### **Proficiency in the use of computers and software, including:**

- Microsoft Office Suite (Word, Outlook, Excel, Access)
- Database Management (Keela, Base Camp, My Committee)
- Search engine proficiency
- Audio/Video communications (Skype, Zoom, MS meetings etc...)

### **Proficiency in the use of other office equipment, including:**

- Voice messaging systems, Fax, Photocopier, Printers, Scanner

### **Excellent oral and written communication skills, including:**

- Knowledge of professional audio/video communications protocol
- Ability to work cooperatively and effectively with others to set goals, resolve problems, and make decisions to enhance organizational effectiveness
- Commitment and ability to maintain positive working relationships with others, both

internally and externally

- Desire to work with the public as well as with people with diverse abilities.

**Excellent organizational and time management skills, including:**

- Ability to set goals, develop a work schedule, and undertake self-directed tasks when necessary
- Capacity to prioritize by assessing situations to determine urgency
- Ability to make clear, timely decisions and complete work within deadlines
- Attention to detail
- Clear comprehension of privacy and discretion in information management
- Use of appropriate language on Farm radio (walkie talkie)

**Duties & Responsibilities:**

**Reception** (when required to backfill)

- Greet visitors to Providence Farm in a professional and friendly manner
- Answer telephones and transfer to appropriate staff members
- Meet and greet participants and visitors, and assist them with finding who or what they are looking for
- Speak knowledgeably about Providence Farm programs, history, mission, and activities & distribute appropriate Farm printed material re inquiries
  - Act as Keeper of the Keys
    - secure and oversee distribution of keys and use of sign-out sheet
    - maintain and update numbered list
    - ensure new/extra keys are cut and available as needed
  - Phone answering, messages, mail & email –
    - Determine need and purchase postage
    - Deliver outgoing mail, pick up incoming mail at box; distribute onsite.
    - Receive general Farm emails: delete, forward, answer as necessary
    - Sign for and distribute courier packages
  - Provide office support and assistance with Farm events
    - Eg. Membership events such as Annual General Meeting, Volunteer Appreciation; fundraising events including Annual Giving Campaign, Harvest, Christmas Craft Fair, etc.
  - Member mailouts: - Ensure database is updated, including list of corporate members

**Office Administration**

- Create and modify documents using Microsoft Office as required
- Perform general clerical duties to include but not limited to; photocopying, faxing, mailing, and filing
- Maintain hard copy and electronic filing systems
- Using various applications

- maintain updated database re members, donors, sponsors, allotment gardeners, etc.
- create mailing labels, reports, thank you letters/cards, membership renewal notices, and donation tax receipts.

- Attend Staff and Health & Safety meetings and record, type, distribute, and archive minutes
- Receive, organize, distribute, and archive materials for meetings of the Board of Directors and
- Assist management and board with correspondence
- Perform other duties as needed or assigned.
- Maintain logs of staff emails and assist with updating emails as required
- Bookkeeping duties as assigned
- Report writing and data entry
- Other tasks as assigned.

### **Marketing and Community Outreach**

- Create and digitally distribute quarterly news letter including layout, pictures and content writing
- Manage the farm's social media accounts and create post inline with the organizations tone of communication
- Create basic marketing material, posters, handouts and report layouts

### **HR Assistance**

- Maintain up to date HR files for all staff
- Assist with the set up and maintenance of company benefits
- Run bi-weekly payroll
- Assist with onboarding and orientation of new employees
- Ensure HR policies are being followed

### **Donor and Grant Assistant**

- Assists the Director of Operations in donor stewardship, donor outreach programs
- Assist with follow up and donor appreciation
- Assist with Annual Giving Campaign
- Assist with grant applications
- Follow up and final report writing for grants

### **Physical Requirements:**

- Occasional standing/walking; frequently seated.
- Occasional stooping, kneeling for file retrievals.
- Clean, well groomed (must follow the Farm's dress code).

**Compensation:**

JJEP Level 10 \$22.93 - \$26.70

Permanent, part-time position 22.5

2 weeks vacation increasing to 3 weeks after successful 3-month probation period

**Diverse:**

There will be a three-month probationary period.

Farm lunches available for purchase \$2/meal (when in service).

Farm policy manual requires review and signature for agreement.

Criminal Record Check clearance letter specific to vulnerable persons required.

Operational First Aid Level one required.

Crisis Prevention desirable.

**Wellness Statement:**

The Farm acknowledges the importance of healthy lifestyles and workplace wellness. It is the expectation that all Personnel will maintain their psychological, physical, spiritual, and intellectual health and function as role models to the Participants of the Farm and each other.

The Farm contributes to workplace wellness by maintaining a healthy workplace within the financial constraints of the Farm and in partnership with the Personnel of the Farm.

**Job posting deadline:**

To be considered for this position, please submit your resume and cover letter to [jobs@providence.bc.ca](mailto:jobs@providence.bc.ca) by 3pm March 20, 2023, or mail/deliver it to Providence Farm, 1843 Tzouhalem Road, Duncan.

Only those applicants short-listed for an interview will be contacted, but the Farm thanks all applicants for their interest in working at Providence Farm.

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