



Job Posting: Administrative Assistant

The Certified Organic Associations of BC (COABC) is seeking to hire an administrative assistant to work closely with staff in coordinating office activities. This is a part time position (28 hours, 4 days per week) with the potential for future growth. The position will be based out of our Vernon office with a starting wage of \$15.00-\$16.50 per hour, depending on experience.

COABC is a non-profit organization that values healthy soil, biological diversity and ecological harmony. COABC views the organic certification system as an effective way to move agricultural production to more sustainable methods. The organization also supports activities that contribute to a strong organic community in BC.

The ideal candidate will possess:

- Experience working in a non-profit office environment
- Excellent verbal and written communication skills
- Highly developed organizational and time management skills
- Flexibility and be a team player
- Excellent attention to detail
- Ability to take direction
- Self-motivated; ability to multi-task
- Experience taking meeting minutes
- Excellent computer skills: word processing, database and Internet/email account management, Excel, Windows and Adobe
- Familiarity with the Canada Organic Standard or willingness to learn
- Sense of humour

Roles and Responsibilities:

- General office duties (mailing, mail merges, filing, copying, scanning)
- General inquires (telephone/email enquiries and follow up)
- Manage online store of promotional products (orders, shipping and inventory)
- Manage store rooms, display rack and supplies
- Maintain communication lists and support general communication as required
- Assist in event planning and coordination for COABC events such as the annual conference
- Data entry and database maintenance
- Assist in compiling reports for the office and board
- Assist in creating and maintaining organizational documents (ie. manuals, minutes, etc)
- Assist with accreditation functions
- Any other duties as assigned

Other Requirements:

- Ability to lift up to 20 kg

Please respond with a cover letter, a resume and 3 references to Jen Gamble, COABC Executive Director of Operations via email to: edo@certifiedorganic.bc.ca. Deadline for applications *July 24, 2017*. We thank all applicants for their interest. Only those selected for an interview will be contacted.

Good for You, Good for the Environment