



## **SKEENA DIVERSITY SOCIETY**

**Office:** 4617 Lazelle Ave.

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Terrace, BC V8G 4B8

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/SkeenaDiversity

registered charitable organization

### **JOB POSTING:**

## **ADMINISTRATIVE AND MEDIA ASSISTANT**

September 2022

**Part-time position: 25 hrs/week**

*This position is open to all applicants, including holders of study or open work permits*

### **Requirements & skills:**

- Awareness and experience of working with people of diverse backgrounds, understanding of diversity & inclusion
- Awareness of and respect for human rights
- Ability to listen, learn and take direction
- Ability to take initiative, share ideas and respond to changing needs of newcomers
- Ability to work within a team, be flexible and adaptable
- Proficient computer skills: Word, Excel, Google Drive and ability to learn new apps
- Good communication skills
- Willingness to learn from mistakes
- Positive attitude

### **Duties include\***

- Takes direction and assists in the administrative and media duties of the Executive Director and other staff
- Assists in report writing, filing, organizing of events, calendar management, and other duties
- Assists in communication tasks through social media and website updates
- Understands the role Skeena Diversity and the needs of its programs
- Assists in projects when needed

*\*the duties could change/expand based on the progress of the program and client needs*

### **To apply:**

Please submit resume and cover letter by email to [admin@skeenadiversity.com](mailto:admin@skeenadiversity.com) or drop off at Skeena Diversity, 4621 Lazelle Ave, Terrace

*This position will be open until we find a suitable candidate*

**First cut off is on September 15, 2022**