



COMMUNITY SOCIAL PLANNING COUNCIL
research·insights·solutions

VOLUNTEER POSTING

Position: Office Assistant
Reports to: Communications Officer

Location:
Royal Oak Shopping Centre, Pennbridge building

Commitment:

- Minimum of 10 hours per month. (up to 16 hours per month)
- 3-month commitment

Essential Duties and Responsibilities:

- Database updating (internet searches, phoning organizations, etc.)
- Clerical functions such as data entry, filing, faxing, photocopying
- Other duties specifically around coordination of special events, or as assigned
- Positively represent the Community Social Planning Council's values and working principles

Requirements:

- Computer skills including Microsoft Office programs (Access, Word and Excel required)
Dreamweaver experience is an asset, but not a requirement
- Attention to detail
- Demonstrates trustworthiness, personal integrity and a genuine interest in the vision and mission of the Community Social Planning Council

Benefits:

- Flexible scheduling
- Work experience
- Free 3 hour parking if needed
- Knowledge that your work is supporting our priorities of Poverty Reduction, Affordable Housing, Community Economic Development and Social, Economic and Environmental Sustainability
- Friendly co-workers, a bright and sunny office and really good coffee

Special Considerations:

- Ability to make a minimum 3-month commitment is a requirement
- Expert-level Microsoft Access skills would be a major asset

To apply:

Please send a letter of interest and resume to Mary Katharine Ross at mkr@CommunityCouncil.ca. Shortlisted candidates will be interviewed.

"Celebrating 75 years of leading community action"

203-4475 VIEWMONT AVENUE VICTORIA, BC V8Z 6L8

www.CommunityCouncil.ca | Tel: 250-383-6166 | 250-479-9411 | info@CommunityCouncil.ca

Twitter: @CSPC_Victoria | Facebook: Community Social Planning Council of Greater Victoria