



July 2019

Office Assistant (Volunteer Position)

16% of the Canadian population has a disability. In British Columbia and the Yukon, approximately 750,000 adults and 26,000 children have a disability that limits their independence and quality of life.

Help make a difference in the lives of children and young adults with disabilities at Easter Seals BC/Yukon. Since 1952, Easter Seals BC/Yukon has offered programs and services to children with disabilities and their families. Building on decades of experience, Easter Seals BC/Yukon is a trusted charity and established leader in the support of the disabled community. In BC and the Yukon, children and families are supported and inspired through programs and services delivered at Easter Seals Camps and Easter Seals House in Vancouver.

Role

Reporting to the Coordinator, Executive Office & Volunteer Program, the Office Assistant will support operations and programs by providing clerical and project-specific support to the Easter Seals BC/Yukon's Vancouver office.

Responsibilities

- Support the operations of the various departments with:
 - Data entry
 - Filing
 - Photocopying
 - Scanning
 - Basic accounting tasks
- Assist in the management of the office, including:
 - Check and forward main switchboard messages
 - Greet visitors
 - Assist with mail and courier as needed
 - Maintain common office work areas tidy
- Conduct specific-project research as required, including making phone calls and updating/preparing documentation
- Collaborate with internal staff on projects and events
- Other responsibilities as required

Qualifications

- Minimum of 1 year experience working in non-profit and/or administrative setting.
- Strong written and verbal communications skills, including excellent command of the English language
- Proficiency with Microsoft suite
- Organized with strong attention to detail.
- Able to work independently and within a team.



Benefits

- Gain valuable experience in the non-profit sector
- Build on communications and leadership skills
- Receive letter of recommendation and Volunteer Certificate
- Join an enthusiastic team who share a passion for helping others

Commitment

This is an ongoing role with a minimum of 4-8 hours per week starting September 2019.

Apply

Interested in this role? Send resume and letter summarizing your qualifications and interest to volunteer@eastersealsbcy.ca.