

JOB DESCRIPTION

Job Title: Administrative Assistant

Reports To: Executive Director/Program Officer

Job Location: Saskatoon and Camp Locations

Job Classification: Temporary Salary

Supervises: N/A

Date: May 1, 2018 - August 31, 2018

Saskatchewan Co-operative Association (SCA) is accepting applications for the role of summer Administrative Assistant. There is some potential to extend the position by a few weeks after the term.

Job Summary:

The Administrative Assistant ensures the effective and efficient day-to-day operation of Saskatchewan Co-operative Association, and provides administrative support for the Saskatchewan Co-operative Youth Program (SCYP)/ Co-op Camp and SCA events in the lead up to and throughout our busy summer season.

Primary Duties and Responsibilities:

- * Enter sponsors, staff, and participant information into databases with a high degree of accuracy.
- * Assist SCYP participants in finding sponsorship and track sponsorship availability.
- * Communicate with SCA staff, SCYP participants and parents/guardians regarding camp details at prescribed intervals.
- * Ideally, staff one SCYP camp (4 – 6 days in length + 3 day training session), and provide leadership to staff according to SCYP policies throughout the camp season.
- * Attend and assist in the delivery of the SCYP Staff Training Workshop.
- * Assist in the planning and execution of events, e.g. the Co-op Classic Golf Tournament.
- * Support the SCA team in the compilation of reports including statistics for events.

Secondary Duties and Responsibilities:

- * Process incoming/outgoing mail, couriers and email for SCA team.
- * Reply to general information requests with accurate information.
- * Assist with revisions to curriculum, manuals, and other material as directed by the Program Officer and/or Executive Director.

Additional Duties and Responsibilities:

- * Answer general phone inquiries using a professional and courteous manner, and direct calls to appropriate staff members.
- * Provide administrative support to management and other staff of SCA, including taking meeting minutes.
- * Other duties as assigned.

Education and Experience:

- * High school graduate.
- * Completion of recognized Administrative certificate or equivalent experience.
- * Experience providing administrative support and assisting with event coordination and would be an asset.

Core Competencies:

- * Excellent organizational, analytical, and time management skills.
- * Demonstrated superior attention to detail and accuracy.
- * Ability to prioritize workload in an environment with competing demands.
- * Strong written and verbal communication skills.
- * Excellent interpersonal and relationship building skills.

- * Ability to function independently and within a team environment.
- * Ability to work with a diverse staff, volunteers, and youth.
- * Valid driver's license is preferred.

Technical Competencies:

- * Data entry and database management.
- * Computer literate, and proficiency with Microsoft Office suite. Experience with Microsoft Access is beneficial.
- * Writing and proof reading.
- * Ideally, familiarity with co-operative sector, its principles and values.

Time Commitment:

- * Full-time regular office hours while based in Saskatoon (37.5 hours per week).
- * It is expected the successful candidate will be able to work some evenings and weekends.
- * While at camp, it is expected the successful candidate will be working additional hours past a standard workday shift to ensure the smooth operation of camp programming.
- * Occasional on-site attendance at SCA events out of town and some overnight travel within Saskatchewan will be necessary.

Further Qualifications:

- * Successful candidates will be required to complete a routine criminal record check.

Compensation:

- * This salary for this position is \$3,250 per month.

To Apply:

This position requires the submission of your:

- Resume,
- Cover Letter stating how you meet the required qualifications, and
- Three References

e-mailed to victoria.morris@sask.coop by **April 13, 2018**.