

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: April 15, 2019 - August 30, 2019

Saskatchewan Co-operative Association (SCA) is accepting applications for the role of summer Administrative Assistant. Start date is flexible up to May 1, and 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, and sponsors regarding camp details at prescribed intervals.
- * Ideally, staff one SCYP camp (4 – 6 days in length + 3 day training session).
- * 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, and keeping office systems and supplies up to date.
- * 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, 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 **March 15, 2019**.