

## JOB POSTING

### Administrative Assistant

The Ending Violence Association of BC (EVA BC) is looking for an energetic individual to join our team as an Administrative Assistant, to work 4 days/week for a one-year term position, with possibility of renewal. The Administrative Assistant is responsible for a wide range of administrative and logistical activities to support the efficient operation of the organization and its programs.

#### QUALIFICATIONS:

- Minimum of two years of office administration experience preferred
- Excellent computer skills, preferably using a Mac computer
- Technical skills including ability to use video editing software, perform website maintenance, and knowledge of Adobe applications an asset
- Proficient with Microsoft Office applications including Word, Excel, and PowerPoint
- Experience maintaining databases
- Experience in electronic file management
- Strong organizational and time management skills
- Exceptional communication skills, both oral and written, including experience in minute taking
- Proven prioritizing and multi-tasking skills
- Demonstrated ability to work both independently and within a team structure
- Ability to work efficiently in a high-pressure environment
- Social media skills and experience an asset

#### ROLES AND RESPONSIBILITIES:

- Provide administrative support to Executive Director, Office Manager, and other staff
- Provide logistical support for events, meetings and training workshops
- Collate evaluation forms from various trainings
- Maintain an up-to-date database of key community contacts and partners
- Support membership renewal process
- Assist with social media and website maintenance
- Maintain up-to-date electronic files and documents
- Coordinate travel arrangements
- Research products and order supplies
- General administrative tasks including filing, photocopying, faxing and mail outs
- Provide technical support for video, audio, and office equipment

**ADDITIONAL ASSETS:**

- An understanding of the dynamics of violence against women
- Experience working in a non-profit organization

**TO APPLY:**

Please send a copy of your resume and cover letter in PDF format outlining your suitability for the position to:

The Hiring Committee  
Ending Violence Association  
of BC 1404-510 West  
Hastings Street Vancouver,  
BC V6B 1L8  
Email: [ccws@endingviolence.org](mailto:ccws@endingviolence.org)

Include in subject line of your email "Administrative Assistant EVA BC".

**CLOSING DATE: Thursday, August 15<sup>th</sup> at 12pm PST**

Qualified candidates who are Indigenous, living with disabilities, racialized folks, and LGBT2SQ+ folks are encouraged to apply.

We thank all applicants for their interest, however only shortlisted candidates will be contacted.