



Big Brothers Big Sisters

OF VICTORIA CAPITAL REGION

Office Assistant

Job Description

Posted May 2023

ABOUT THE AGENCY

Big Brothers Big Sisters of Victoria Capital Region (BBBSV) is a not-for-profit, charitable organization whose mission is to enable life-changing mentoring relationships to ignite the power and potential of young people. Many children and youth in Canada struggle with societal barriers and face adversities such as detrimental living conditions, family violence, risk factors for mental health, school issues, and identity challenges. With the guidance and support of a mentor, these risks can be reduced or even avoided, and youth are reminded that they can be anything they dream of being. The mandate of the organization is to make a difference in the lives of children by promoting their self-esteem, expanding their opportunities, and providing them guidance and support through long-term, one-on-one relationships with caring adult or teen volunteers. We work with more than 450 children annually, offering seven different programs across southern Vancouver Island. The agency is funded by grants, donations, fundraising events and, the social enterprise, to meet the priorities of the agency.

The team at BBBSV is passionate about making a difference, applying their diverse experiences and skills to support our community's most vulnerable young people. We strive to share our values of welcoming, learning and sharing with our staff, co-op/practicum students, and volunteers.

BBBSV is committed to sustaining an environment where representation matters, diversity is celebrated and people of every race, religion, culture, gender and sexual orientation are welcomed. At BBBSV, we acknowledge and honour the diversity of people, cultures, traditions and experiences, and we recognize and uphold the right of all individuals to respect, dignity, fairness, caring, equality, self-esteem and inclusion.

All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status or any other basis protected by applicable law.

We are committed to ensuring that reasonable accommodations are made available to persons with disabilities during the recruitment cycle and will provide reasonable accommodations upon request.

Big Brothers Big Sisters of Victoria Capital Region recognizes and respects the Ləkʷəŋən (Esquimalt and Songhees), Pacheedaht, Scia'new, T'Sou-ke and W̱SÁNEĆ (Malahat, Pauquachin, Tsartlip, Tsawout, Tseycum) people, whose traditional territories we live, work and play upon each day.

230 Bay Street, Victoria, BC, V9A 3K5 **Phone:** (250) 475-1117 **Email:** main.victoria@bigbrothersbigsisters.ca

<https://victoria.bigbrothersbigsisters.ca/> @bbbsvictoria charity registration #106793540RR0001



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THE POSITION

Reporting directly to the Executive Director, the Office Assistant is responsible for supporting the Executive Director. The position will provide the candidate with hands-on experience in philanthropy in a not-for-profit setting.

ACCOUNTABILITY & REPORTING STRUCTURE

The Office Assistant will report directly and mentored by the Executive Director with support from other team members. Based on their personal interests, and with the opportunity for adjustments through the process, though all will be explored under the scope of this position.

OVERVIEW OF PRIMARY DUTIES AND RESPONSIBILITIES

Big Brothers Big Sisters Victoria Capital Region is seeking a highly motivated and experienced Office Assistant to join our team to help us achieve our goals. Working with a team, the Office Assistant will support Executive Director.

- Managing, storing and organizing data on office cloud software including data entry into databases.
- Helping to maintain the organizations IT framework. Setting up hardware and software applications as and when required. Providing general support for the IT and for the organization's computer users.
- Assisting to provide administrative tasks from staff with guidance of Executive Director.
- Attending meetings with Executive Director if needed.

QUALIFICATIONS

- Between ages 15-30 (Canada Summer jobs)
- Canadian citizen or permanent resident
- Some post-secondary education in business, entrepreneurship, marketing, finance/accounting, or philanthropy.
- Knowledge of philanthropy, non-profit work environment or social enterprise
- Experience in Marketing and or/communications
- Strong computer and administrative skills, office 365 programs, and databases.

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- Excellent time management and organizational skills; able to multi-task and handle multiple priorities
- Strong attention to detail
- Ability to work with a small team with a flexible schedule

LEARNING OBJECTIVES

- Project and Task Management
- Leading and Influencing Others
- Organizational Awareness
- Data and Systems Management

TERMS OF EMPLOYMENT

- Salary: \$18 per hour
- Full-time contract (35 hours week) hourly contract position for 8 weeks
- Contract dates: Monday, June 12, 2023 to Friday, July 28, 2023

HOW TO APPLY

Interested applicants should provide a letter of interest and a current resume with contact information. Applications will be reviewed and qualified applicants contacted for an interview. For consideration, **complete applications must be submitted before Monday, May 22, 2023** to main.victoria@bigbrothersbigsisters.ca attention: Emma Kirkland, Director of Development.

Three references are required.

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