

Administrative/Communications Support

Starts: May 01, 2017 - Ends: July 21, 2017

\$15/hr - 30hrs week

General Overview:

The Administrative/Communications Support person manages the LifeCycles office and supports administrative tasks for LifeCycles including answering phones, e-mails filing and general office management functions. The position will also support the communication of LifeCycles' vision, goals and successes and enable the storytelling capacity of LifeCycles to target audiences, including: members, volunteers, funders, allies, partners and the general public.

Key Responsibilities:

- Monitor and answer email and telephone
- Act as the point person for general office visitors in a knowledgeable and professional manner
- Manage cleanliness and organization of office
- Support newsletter and annual report design and distribution
- Direct support for the Executive Director in organizing and scheduling organizational work
- Oversee social media strategy and posting for the organization
- Support organization of logistics and coordination of LifeCycles Annual General Meeting
- Develop communications materials, including photographs, to communicate the story of LifeCycles work

Key Qualifications:

- Applicants must have been a full-time student during the previous academic year, and intend to return to school full-time for the next academic year
- Applicants must be 15-30 years old at the start of the employment
- Highly organized
- Excellent Customer Service skills
- Familiarity with the non-profit sector
- Highly efficient
- Excellent attention to detail
- Ability to support others
- Ability to prioritize tasks with little guidance
- Fluency and comfort with multiple communications technologies and office computing
- Preferred post-secondary education in: Communications and marketing, business and project management, Administrative or Office Management Studies

Please submit a resume and cover letter to diggers@lifecyclesproject.ca by Thursday, April 20th