

**BIG BROTHERS BIG SISTERS OF ABBOTSFORD  
MISSION, RIDGE MEADOWS**

**JOB DESCRIPTION  
2010**

**JOB TITLE :** Administrative Assistant

**JOB INCUMBENT :**

***AGREEMENT***

**MANAGEMENT :** \_\_\_\_\_ / / \_\_\_\_\_

**JOB INCUMBENT :** \_\_\_\_\_ / / \_\_\_\_\_

## I AREA OF RESPONSIBILITY

### A. STRUCTURE

- Reports to:** - Executive Director
- Hours:** - Thirty (30) hour work week
- Relation with other departments:** - All the departments within the organisation

### B. GEOGRAPHICAL RESPONSIBILITY

Chilliwack, Hope, Agassiz

### C. FINANCIAL RESPONSIBILITY

Assist Executive Director with the administrative aspects of Fundraising events, Corporate Giving, Donor Stewardship

### PROFESSIONAL SKILLS & PERFORMANCE

Strong belief in BBBS mission.

Excellent oral and written communications skills including honed reflective listening ability.

Communicate and interact tactfully and respectfully with all ages, genders, ethnicities, cultures, sexual orientation, disabilities, etc. of youth, staff, volunteers, parents, Board and community.

Strong organizational and planning experience and presentation skills.

Ability to perform multiple tasks and responsibilities in a complete and timely manner with a positive attitude and attention to detail.

Creative problem solving habits and priority setting skills.

Exhibit "role model" behaviour and a professional demeanour.

### E. INFRASTRUCTURE

Office infrastructure (systems and computers, banners/posters, debit machines, display case)

### F. PRODUCTION OUTPUT

Being the public face of the organization when they visit or contact the office. Maintaining and organizing the administrative processes within the office

## **II PURPOSE AND KEY PERFORMANCE AREAS**

### **A. PURPOSE OF THE JOB**

The job incumbent assists the Executive Director and Mentoring Coordinator/s in the administrative elements of all departments and is responsible to maintain the filing systems of the agency.

### **B. KEY PERFORMANCE AREAS**

1. Assist the Mentoring Coordinator's as needed
2. Assist the Executive Director as needed
3. Responsible for responding to and directing telephone calls to the appropriate staff member
4. Ensuring all filing systems are maintained
5. Responsible incoming and outgoing mail
6. Greet visitors and direct them to appropriate staff member as needed
7. Order stationary and other office supplies as needed
8. Involvement in other agency events as appropriate

## **DUTIES & RESPONSIBILITIES**

1. Assists the Mentoring Coordinator/s with all administrative tasks pertaining to intake procedures and maintaining the casework files.
2. Assists the Executive Director with the day to day administrative tasks of running the office.
3. Becomes the public voice and face of the agency by answering the telephone and directing the calls appropriately and greeting individuals when they visit the office.
4. Ensures the maintenance of all office equipment and arranges for repair as necessary.
5. Responsible to review and re-direct mail on a daily basis.
6. Orders office supplies as needed.
7. Other duties as assigned by the Executive Director.

## **GENERAL**

- It can also be expected of the employee to perform other duties that may be reasonable, but which are not stipulated in the job description.
- The employee accepts that the content of his/her job description can change from time to time, but all fundamental changes will be discussed with the employee before implementation.
- The employee herewith confirms that he/she is competent and physically able to perform the work she is appointed for.

\_\_\_\_\_  
**EMPLOYEE**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**SUPERVISOR**