



Job Posting

Position: Program and Event Assistant

Hours: 35 hours per week (1.0 FTE)

Location: Victoria, BC

Application deadline: August 3, 2017 at 4:30pm PST

Desired start date: August/early September

We are seeking a passionate team player who is keen to support our innovative team in our Victoria office. In this role, you will combine your administration and communication skills with your experience in coordinating event/data logistics and passion for supporting others. You are an energetic, highly organized, detail-orientated individual who thrives in a fast-paced work environment. In this position, you will work closely with the BCHC team members on a variety of day-to-day tasks to keep operations running smoothly.

Key Responsibilities

Program and Event Administration:

- Oversee booking travel, accommodation, catering and other logistics for team members and events;
- Organize material printing and shipping (handouts, powerpoints, banners, etc);
- Set up and monitor event registrations and prepare registration status reports;
- Track and order office and event supplies;
- Respond to event and program logistic requests, provide trouble shooting support as needed;
- Track inventories, printed materials, office supplies, and other items;
- Assist with general program administration duties including information management, filing and updating documents.

Data Administration:

- Check, track and record web analytics and prepare data reports on website data;
- Compile, enter and track event data and evaluation forms, statistics and other information required for analysis, reports and communication outreach;
- Manage, maintain and update inventories and databases including our CRM platform (Insightly); and
- Provide administrative and data collection support for grant programs.

Communications Support:

- Post social media content using our social media guidelines;



- Post website content, check browser compatibility, fixing broken links, troubleshoot minor technical issues online;
- Format presentations for workshops and webinars, reports and newsletters;
- Update Word templates and online forms (letterhead, reports, surveys etc.); and
- Following and meet deadlines outlined in a communications calendar.

Other:

Participate in and provide feedback to the overall organizational development of BCHC, including participation in staff meetings, organizational planning sessions and organizational evaluation.

About You

You are a highly organized individual who loves supporting others and is a natural multi-tasker that has an eye for detail and gets excited about data. You are able to respond quickly to requests and problems and are keen to participate and learn in our collaborative work environment. Other important things about you include:

- You love to have fun while at work;
- You enjoy and thrive through supporting and helping people;
- You have an interest in design and effective visual presentation;
- You bring excellent attention to detail (e.g. basic HTML code / proofreading, data entry);
- You are great at managing multiple priorities and meeting deadlines;
- You are self-directed and have the aptitude for solving problems; and
- You have excellent interpersonal and communications skills.

To Do This Job You Will Need

- A diploma in communications, business or public administration, event coordination or other related field an asset;
- Proven experience in event coordination, administration, communications and data management ;
- Basic formatting and image editing skills;
- Intermediate skills in Microsoft Office, particularly PowerPoint and Excel with basic understanding of Publisher;
- Experience using website content management systems such as; WordPress and Drupal;
- An understanding of online evaluation mechanisms such as; Google, social media analytics and online survey platforms;
- Experience with not-for-profit, community development and health promotion an asset; and
- Ability to work well independently and as part of a team.



About Us

BC Healthy Communities (BCHC) is a province-wide not-for-profit organization that facilitates the ongoing development of healthy, thriving and resilient communities. We provide a range of services, programs, events and resources to support communities, local governments and multi-sectoral groups to collaborate around a shared vision for a common purpose.

- We foster and model principles, processes and practices of community development, emphasizing the value of listening, learning, respect and active engagement;
- We honour the strengths and experiences of each community, while offering support for capacity building;
- We promote inclusion of a broad range of people and perspectives;
- We take a big picture, whole systems approach, identifying roots of issues and looking for ways to leverage change; and
- We support connections, collaboration and human development at multiple levels: individuals, organizations, sectors and communities.

Our Commitment to You

BCHC offers a progressive workplace culture that encourages leadership and learning. We are an interdisciplinary team who enjoys our time together, with a light hearted and compassionate approach to our work. The benefits of working at BCHC include:

- A supportive, respectful team that ‘walks-the-talk’ around personal health and sustainability;
- An innovative workspace at [TheDock: Centre for Social Impact](#) in Victoria, BC;
- Opportunities for professional development to improve your existing knowledge and passion for healthy communities; and
- Health benefits.

Compensation is \$20.00 per hour.

How to Apply

Please title the subject line of your email: Program and Event Assistant <*First Name Last Name*>

Send a cover letter and resume to: **Jodi Mucha** at jodi@bchealthycommunities.ca

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**** Please note that only successful candidates will be contacted**

**** No telephone inquiries please**