



**JOB POSTING
EXECUTIVE ASSISTANT
Part-time**

Summary: The Executive Assistant provides a variety of administrative and secretarial assistance to the Executive Director and the Board of Directors.

Key Duties:

- Design & produce promotional and media materials
- Recruit, coordinate and monitor volunteers
- Maintain CFA website
- Process donations
- Coordinate food program activities
- Provide data support for Executive Director and Board
- Assist with special events and displays
- Provide general administrative assistance to Executive Director

Qualifications:

- Excellent computer skills, including Microsoft Office
- Excellent general office skills
- Ability to create publications
- Flexible and personable
- Two years office experience
- Prefer experience in non-profit environment
- Prefer Western Communities resident

Candidates are requested to send a cover letter and resume with three references to info@capfamilies.org or Fax 250.391.4909 by Friday 18 June'10.

This position is exempt from the union.

Salary range starts @ \$16.00 per hr., approx. 20 hrs. per week.

Submit cover letter and resume with three references to info@capfamilies.org or fax 250 392-4909 by **18 June 2010**.