



# OFFICE ASSISTANT JOB DESCRIPTION

<b>Hiring Manager</b>	Sarah Davidge Cardinal	250-929-7222	sccp@shaw.ca
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<b>Job Title:</b>	Office Assistant	<b>Position Type:</b>	Part-Time Permanent
<b>Location:</b>	845 2B Deloume Road Mill Bay, BC V0R 2P2	<b>Reports to:</b>	Manager Programs & Volunteers
<b>Criminal Record Check,</b>	Obtain a <b>CRC with Vulnerable Sector and Clearance</b> from local RCMP Detachment and <b>update every 5 years.</b>		
<b>Time Commitment:</b>	Minimum <b>12 Hours</b> per week. <i>Please note: This includes the possibility of relief work for operational needs.</i>	<b>Starting Wage</b>	\$18.50 per hour

**Purpose of Office Assistant Position:**

An Office Assistant will offer operational and clerical support to the Manager Programs & Volunteers. The duties and responsibilities of Office Coordinator include communication with the public or clients, overseeing tasks and working with all programs in an administrative function.

Working alongside the Manager and Director/Treasurer for financial budget allocations.

Work with the Manager Programs & Volunteers in updating all documents, procedures and activities within the scope of current programs and volunteer resources for the Community Policing Office (CPO).

Ensure that goals and objectives are accomplished and to provide relief for the Manager Programs & Volunteers throughout the year.

- Office Assistant Role and Responsibilities**
- Tracking paperwork
  - Designs, creates, publishes and maintains a supply of pamphlets on current programs and ensures that pertinent information is available on all programs. Updates all pamphlets and documents to ensure latest issues in stock.
  - Liaise with community groups, businesses, and the public to identify, develop, coordinate and maintain policing and crime prevention and safety awareness programs in the community.
  - Update all documents, procedures and activities within the scope of current programs and projected programs.
  - Develop, compile and write communications and promotional literature for distributions, brochures or flyers, etc. coordinating the process from development through printing and distribution.
  - Prepare presentations to various community groups on crime prevention and community policing related matters.
  - Update, maintain and communicate through the Community Policing website, Facebook, Twitter and other Social Media channels.
  - Provide day-to-day staffing of the CPO by being present when scheduled, prepared to respond to community members and to public inquiries appropriately. Office hours are **10:00am to 4:00pm** with the possibility to work outside of these hours for operational needs.  
*\* Perform any other tasks or functions that may be deemed necessary to the daily operations of the CPO. \**

- Office Assistant Requirements**
- Must be willing to work regular office hours from 10:00am-4:00pm and occasionally work outside of these hours for operational needs at the manager's request.
  - Must act with integrity, show respect, demonstrate compassion, take responsibility and serve with excellence.
  - Must be professional and responsible in the handling of sensitive and(or) confidential information verbal, written and electronic.
  - Reside in the area served by the CPO is *preferred* (e.g. Shawnigan Lake, Mill Bay, Malahat)
  - Ability to develop and maintain effective and collaborative relationships with individuals and organizations at various levels within the community.
  - Strong interpersonal skills to work in partnership with community, volunteers and staff.
  - Superior verbal/written skills, communication, problem solving and interpersonal skills.
  - Skilled at prioritizing and organizing workload in all aspect of the position..
  - Knowledge of issues pertaining to the local community on crime prevention and safety awareness.
  - Self-motivated, ability to work unsupervised.
  - Intermediate to advanced computer and software skills (website, word processing and spreadsheet programs, social media).

- Support Provided / Available for the Office Assistant**
- Professional office environment with necessary equipment and material.
  - Orientation, initial and ongoing training as appropriate.
  - Supervision, progress and performance feedback provided regularly.

**Our Mission and Vision**

**Mission:** To build and strengthen bonds in the South Cowichan area by encouraging representation, input and feedback from RCMP, local businesses and residents. Our community policing programs will provide citizens with the opportunity to obtain the latest information on safety and crime prevention.

**Vision:** To provide prompt, effective and consistent communication with all members of the community resulting in increased education, awareness and empowerment towards the reduction of crime.

