



inclusion Powell River Society  
 201 – 4675 Marine Avenue  
 Powell River, B.C. V8A 2L2  
 Phone: (604) 485-6411 Fax: (604) 485-6419

**Posting #18-062**

Position Title	Secretary
Program	Child and Family Services
Shift Code	7-5-010
Job Status	Part Time
Pay Rate	Grid Level 7 (\$16.99-\$19.82)
Hours of Work	15 hours per week
Closing Date	Until filled
Apply for this position	<a href="mailto:apply@inclusionpr.ca">apply@inclusionpr.ca</a>
<b>This position is open to male and female applicants</b>	<b>This position requires union membership</b>

**Nature of Position**

The Secretary provides a variety of administrative and secretarial supports to the Child and Family Service teams as assigned by the Administrative Supervisor. She/he assumes receptionist duties at the Cranberry Children’s center and assists with coordinating building use and maintenance. She/he may assist with coordinating annual events in the division and ensure plans fit within resources. She/he generates reports from a variety of information sources and databases and submits to INCLUSION POWELL RIVER and to funders. She/he is dedicated and knowledgeable a member of an organization wide team. As such, when deemed qualified, he/she may provide services to individuals in related programs when required. The Secretary is familiar with and participates in ensuring that the strategic goals of the agency are met.

**Required Abilities:**

- Demonstrated ability to use e-mail, and a range of software applications proficiently and independently.
- Demonstrated ability to type 70 words per minute.
- Expert level of MS Excel and Word knowledge
- Ability to work under pressure and meet deadlines.
- Ability to organize work and carry out the duties of the position with independence.
- Ability to operate telephone office messaging and other office equipment.
- Superior oral, interpersonal and written communication skills.
- Demonstrated pleasant and positive demeanour.
- Ability to participate as a member of a team.
- Ability to provide support to staff in project development.
- Ability to organize, implement and complete project work and assist in presentations.
- Ability to compose brief memos and letters.
- Excellent editing skills, including accurate grammar and spelling editing.
- Ability to prioritize and balance multiple deadlines.
- Ability to adapt to multiple office sites.
- Ability to take dictation and meeting minutes.



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## Qualifications:

### ***Education, Training and Experience:***

Completion of grade 12 and a recognized one (1) year secretarial training is required along with one (1) year related office management and/or secretarial experience. Education and experience will include comprehensive training in microcomputer data management related to all aspects of office operations, general office duties, filing and secretarial procedures, data and resource organization, document \ report preparation and layout, word processing, spreadsheet, data base and other software applications.

***An equivalent combination of education and experience may be considered***

## Requirements for Ongoing Employment:

- Approved Criminal Record Search to be renewed every 5 years
- TB Test
- Use of a safe, well-maintained personal vehicle is required.

## How to Apply

If you wish to be considered for this position, please apply by email to [apply@inclusionpr.ca](mailto:apply@inclusionpr.ca) by midnight of the closing date. **You must quote the posting number in the subject line.** Applications can also be hand delivered to Pat Townsley at #201 4675 Marine Ave. Applications will only be accepted in the methods above. Applications submitted to any other address will not be considered.

## RECALL

- 13.5 Recall
  - (a) Employees will be recalled to available work in order of their seniority provided they are qualified and are able to perform the duties. The notice of recall will be sent by priority courier or facsimile. Employees must accept recall within seven (7) days of receipt of the priority courier or facsimile. Employees will have fourteen (14) days after accepting recall to return to work.
  - (b) The recall period will be one (1) year. At the end of the recall period, an employee has the right to become a casual employee and be placed on call-in lists with their seniority.
  - (c) New employees will not be hired into a regular position until those laid off in that classification have been given the opportunity of recall.
  - (d) Job postings under Article 24 will occur prior to recall of any employee. Where there are employees on the recall list, job postings will include a copy of this article.
  - (e) Employees on the recall list have the right to apply for job postings as an internal applicant.
  - (f) When an employee on the recall list is a qualified applicant to a position, then the Employer will not consider applications to the vacancy from any less senior employee.
  - (g) When an employee on the recall list is the successful applicant to a position, she will not be expected to start in the new position until fourteen (14) days from the notice of assignment unless an earlier date is determined by mutual agreement between the employee and the Employer.
  - (h) Should the employee not continue in the assignment beyond her trial period and where the employee is still within her one year recall period, she will be returned to the recall list for the remainder of her one year recall period.