

Job Title:	Special Projects Worker – Communications & Business Administration
Name of Business:	posAbilities Association of British Columbia
Nature of Business:	Community Social Services – posAbilities is a not-for-profit organization that assists persons with developmental disabilities to lead meaningful and healthy lives by partnering with the community to provide a comprehensive range of person-centred services for individuals and the families who care for them.
Number of Positions:	4 – SUBJECT TO FUNDING
Start Date:	May 15, 2017
Hours:	37.5 hours per week Monday – Friday: 8:30 am – 4:30 pm (some flexibility may be required)
Term:	16 weeks
Wage:	\$14.97 per hour* plus 9.8% in lieu of benefits. Note: This position is part of the BC Government Employees Union, and is subject to the terms of a <i>Collective Agreement</i> . Union dues apply.
Qualifications:	Must be a returning full-time student <ul style="list-style-type: none">• Demonstrated abilities in the various programs within the Microsoft Office Suite (e.g., MS Word, Excel, PowerPoint,) Outlook email platform, and familiarity or willingness to learn the Adobe Suite and/or InDesign, ShareVision intranet, and WordPress• Self-starter, willing to work independently or as part of a team in a positive and productive environment• Able to multitask, manage timelines and adjust workload priorities as needed• Detail oriented• Demonstrated knowledge of basic research and statistical methods• Good verbal, written and interpersonal communication skills• Familiar with using social media for business• Preference for candidates nearing graduation and who are studying: business administration, marketing, communications or computer-related studies.• Training or volunteer experience in human services is an asset.
Duties:	Assist in various administrative tasks, including, but not limited <ul style="list-style-type: none">• General office duties• Assists with improving office efficiency or updating documents currently in use• Provides Special Project support for various programs and services or head office departments as needed

- Collects, collates and charts demographic data for analysis
- Prepares internal communications, including web and social media content
- Assists with the organization and marketing of special events
- Assists with developing print collateral such as newsletters and reports
- Organizes/compiles an inventory of files to be archived, and orchestrates the transfer of boxes to designated off-site facility
- Provides reception relief, responds to queries, electronic and manual filing, data entry
- Performs other duties, as assigned

Contact Name: Monique Nelson, Director of Community Engagement

posAbilities wishes to thank all who apply. However, only candidates short-listed for an interview will be contacted.