



ORANGE SHIRT SOCIETY

Are you an Indigenous (First Nations, Metis, Inuit) job seeker? We encourage you to apply and learn more about this exciting opportunity with the Orange Shirt Society!

Applicants who identify as Indigenous (First Nations, Metis, Inuit) will be given preference.

OFFICE ADMINISTRATOR JOB DESCRIPTION

DUTIES:

- Provide general administrative support services to the Orange Shirt Society
- Support person for the Ambassador/ Founder
- Manage communications, including email and correspondence
- Prepare all Society correspondence
- Prepare information and communications materials, including but not limited to media releases, brochures, posters, newsletters, etc.
- Prepare agendas and minutes for Society meetings
- Prepare monthly highlights of Society activities for distribution to Board members, Society members and the general subscription list
- Maintain and update website content
- Monitor and update Facebook, Twitter and Instagram accounts
- Process incoming and outgoing calls and mail
- Process bank deposits, bill payments, and invoices as required
- Coordinate and plan annual Orange Shirt Day events
- Coordinate speaker bookings and travel arrangements
- Maintain electronic and physical filing systems
- Assist with the harvesting and preparation of sage, labrador tea and pitch for gift-giving
- Willingness to travel to attend workshops, speaking engagements, conferences and trade shows when requested

SKILLS:

- Project Management
- Scheduling and Planning
- Creativity
- Flexibility
- Human Awareness
- Objective listening

- Personal Drive
- Practical Thinking
- Problem-Solving
- Organizational skills
- Excellent communication skills (both written and oral)
- Familiarity with Microsoft Office, Adobe, Apple, Social Media Platforms, Weebly and WordPress
- Familiarity with multiple communication platforms
- Knowledge of the Indian Residential School system in Canada, and some familiarity with its continuing impacts, and Orange Shirt Day

Qualifications:

- High School Graduation or Equivalent
 - Three years experience in administration or equivalent in Post-Secondary related education program.
 - Criminal Record Check
 - Valid BC Drivers licence
 - This role will require you to travel throughout the provinces and due to the Covid Restrictions outlines- the successful candidate will need to be vaccinated.
1. Annual salary starts at \$55,000.00 and a benefit package included.
 2. Travel expenses will be compensated

The successful applicant will be required to be based in or travel to Williams Lake, BC.

Qualified candidates should submit a cover letter indicating their interest, along with a current resume, to Laio Hyrcha, Executive Director at executivedirector@orangeshirtday.org

Applications must be received by 5:00 pm PST on August 4th, 2021. Only those that have been shortlisted will be contacted for an interview.

For further information about Orange Shirt Day and Orange Shirt Society, Please visit www.orangeshirtday.org

Box 4240, Williams Lake, BC V2G 2V3

