

Position Title: Administrative Assistant Up to 3 Hours/week @ \$16.50/hour	Page 1 of 2 Contract Position – work from home office
Supervisor Position Title: Executive Director	
Posting Date: December 17, 2018	Application Deadline: Open until suitable candidate found Submit to ed.chnc@gmail.com Subject Title: Admin Assistant Application

PURPOSE OF POSITION

Under the supervision and direction of the Executive Director, the Administrative Assistant will post new content and maintain existing content and databases and Web design on the English and French pages of the Community Health Nurses of Canada website. Supportive administrative functions will be provided to the Executive Director.

STATEMENT OF QUALIFICATIONS

Education

- Completion of Grade 12.
- Successful completion of a recognized clerical or post-secondary program is preferred.
- Bilingual graduate from an immersion or français program or equivalent is preferred.

Experience

- Minimum of two years in administrative role
- Experience in a health care environment is preferred.
- Experience in marketing, design and communications
- Experience in a content management systems.

Occupational Certification/Registration

- Not applicable

Knowledge, Abilities and Skills

- Familiar with publishing and Web design software.
- Knowledge of search engine analytics to maximize traffic to websites.
- Familiar with Microsoft Office Suite Applications such as Word, Excel and Power Point.
- Proficient in Gmail and how to use and access the Internet.
- Good listening and comprehension skills.
- Effective time management and organizational skills.
- Ability to learn various software applications such as content management systems.
- Ability to work both verbally and in writing in English; French capacity is an asset.
- Ability to maintain a high level of accuracy in preparing and entering information online.
- Ability to know when to ask for guidance, direction when necessary.
- Ability to select appropriate communication methods for the situation.
- Ability to work effectively under minimal supervision.
- Ability to maintain confidentiality.
- Ability to maintain accurate files and records.
- Ability to prioritize work activities.
- Ability to use equipment typical of an office environment.

STATEMENT OF RESPONSIBILITIES

The Administrative Assistant Web Support performs their work in relation to the following responsibilities while adhering to CHNC policies, procedures and safe working practices. Responsibilities include:

Administrative Support

The Administrative Assistant will:

- work, under minimal supervision of the Executive Director, to ensure the accuracy of the information that is posted on the websites
- use current technology and systems to efficiently and accurately prepare and post information online
- ensure all documents:
 - Use correct terminology
 - Conform to required style and format
 - Comply with the CHNC website posting requirements
- be responsible for removing outdated material from the CHNC websites in a timely manner
- file all email messages that are received via the website and will track all responses to the emails
- will be responsible for maintaining the CHNC registration database, including running reports and providing membership lists to the Executive Director
- prepare and send eblasts to members
- solicit volunteers for CHNC committees utilizing membership database
- provide additional administrative support to the Executive Director, as assigned.

Customer Service

The Administrative Assistant will:

- respond to the needs of a variety of customer groups and may solicit customer feedback to improve service
- respond to membership website issues
- check for CHNC emails daily and will acknowledge receipt of messages as soon as they are read
- re-direct messages that need further information to the Executive Director
- utilize various software applications to maintain registration databases, notifications and other website related work.

Knowledge of Computer Software and Working in an Online Environment

The Administrative will

- utilize the content management software of the website service provider to update the CHNC website
- utilize website applications to maintain registration databases, notifications and other website related work.

It is understood that the duties and responsibilities contained in this Position Description are representative of those necessary to carry out the function of the position however they do not limit the incumbent from performing other related duties.