



Lillooet Learning Communities Society  
Sát'mec Ull'usmíntwal' Szwátet.scal



## **Lillooet Learning Communities Society - Sát'mec Ull'usmíntwal' Szwátet.scal**

Phone: (250) 256-3709

PO Box 588

633 Main Street – Community Connect HUB

Lillooet, BC V0K 1V0

# **Administrative Assistant – Post Secondary Position**

This position is for a person of Indigenous ancestry funded by the Indigenous Skills, Training and Employment Program (ISETP).

### **About Lillooet Learns:**

The Lillooet Learns (LLCS) is a not-for-profit organization incorporated in 2002 that envisions a good life for all in St'át'imc territory. LLCS has a mandate of 50% parity in the leadership team and an objective to grow this representation in LLCS at all levels of the society's operations.

LLCS creates an enduring, learning community by promoting learning in all forms for the benefit of people in all of Lillooet and St'át'imc communities. The organization's goals are to create a community of lifelong learners, to bridge partners together through collaboration, to lead initiatives that impact communities to be inclusive, respectful, equitable and striving for reconciliation, as our communities grow and become economically resilient.

### **About the Role:**

As an Administrative Assistant, you will gain hands-on experience supporting the Elder Connect Team and Executive Director with day-to-day administrative tasks. This includes managing calendars, scheduling meetings, handling correspondence, organizing online files, databases and providing general administrative support while building strong organizational and communication skills.

In this role, you will also learn about non-profit administration and community programming.

### **Overview**



You will report to the Elder Connect Program Coordinator or a designated supervisor for specific tasks (such as the Executive Director or Bookkeeper).

The position will start on May 15<sup>th</sup> and go until September 1<sup>st</sup>, 2026. This will begin with a one-month trial period.

The purpose is to provide administrative and organizational support that helps Lillooet Learns have smoother operations.

- Compensation:** \$22/hour, 35 hours a week
- Contract Type:** Employment Contract
- Contract Length:** 16 Weeks (ISETP Wage Subsidy Term)
- Schedule:** 5 days a week, at 633 Main Street, Community HUB Building
- Reports to:** Elder Connect Program Coordinator
- Works Closely With:** Elder Connect Wellness Navigator and Executive Director

## Responsibilities

These are the general responsibilities of the executive assistant during the intern period.

1. Calendar Management
2. Work Task Management
3. Communications and Reports
4. Administrative Support
5. Project and Program Support
6. General Office Duties

## Areas of Learning and Tasks

### Elder Connect Program Admin

- Assist in organizing data for the program
- Call and touch base with program clients



- Record meeting minutes for the program
- Keeping up to date program documentation
- Assist in with store sales and operations tasks

### **Event Support**

- Post events online on calendars and website
- Manage internal events calendars and tracking
- Create posters and online content and social media
- Communicate with community partners about events
- Assist with coordinating and executing events for programs

### **Communications**

- Help update contacts in our client database
- Design newsletters for programs
- Work on communication projects such as the Lillooet Organization Directory or Community Asset Map

### **Board and Staff Meetings**

- Assist with scheduling team meetings
- Create agendas and take meeting minutes

### **Office and Technology**

- Research and troubleshoot tech-related issues
- Assist staff with technology when required
- Maintain stock and order office supplies and equipment

### **Bookkeeping and Data Entry**

- Assist with filing invoices and documentation for bookkeeping
- Scanning physical documents and uploading them to computers and drives
- Enter and review membership data within online software