



# **Greendale Elementary Community School (GECSS)**

6621 Sumas Prairie Road / Chilliwack / BC / V2R 4K1

**Phone:** 604-823-7281 / **Fax:** 604-823-4582

## **COORDINATOR ASSISTANT JOB POSTING**

**On-call to start, growing into permanent part time (5-15 hours/Weekly)**

**Mainly Evenings and Weekends as required but must be available 2-3 possible afternoons of  
afterschool programming**

### **Position Summary:**

Reporting to and working alongside the Community School Coordinator and being accountable to the GECSS Board of Directors. The assistant will support the work of the Coordinator in the provision of rentals and other community school activities. This position includes administrative work in addition to rental and program support.

### **Qualifications:**

- Must have excellent communication skills, both written and spoken
- Must have own transportation
- Experience with social media (Facebook and Website maintenance)
- Available for flexible hours with notice
- Preferably lives within the Greendale area (5-10 minutes away if there is an emergency or issue with a rental/program).
- Able to engage children & youth, school staff, school families, community members and leaders.
- Able to work alongside Program Facilitators.

### **Job Skills and Abilities:**

- Answer phones on behalf of Community School and respond to messages
- Prepare and complete Rental contracts.
- Maintain contact/email lists
- Knowledge of basic accounting & bookkeeping an asset (currently using Wave program)
  - Prepare and distribute receipts
  - Collect rental payments and record in accounting program
- Responsible for opening and securing the building for rentals/programs as required
  - Set up rooms and supplies for rentals and programs as required
  - Assist in any way possible should a need arise during a rental or program (think on your feet)
- Provide clerical support such as word processing, data input, brochures and letters
- Assist in maintaining Community School Calendar

- Provide clerical support such as word processing, data input, brochures and letters
- Assist with promotion of Community School events
- Be a “leader” or “helper” during programs or rentals (don’t assume – always ask to make sure things are going smoothly).
- Be a “team player” but also able to work alone – use time wisely & be creative.

**General:**

- Wage Rate: \$13/hr (increase after probationary period).
- This position requires a successful clearance of a criminal record check
- This position is open to applicants 19 yrs of age and older.

**Please submit cover letter and resume to:**

Jen Frose - GECSS Programs Coordinator

Fax: 604 823 4582

Email: [coordinator.gecs@gmail.com](mailto:coordinator.gecs@gmail.com)

**Closing Date: \_December 1<sup>st</sup>, 2018\_**