

Kamloops Central Business Improvement Association

Position Title: Administration Assistant:
Membership services, communication & promotions

Supervisor: General Manager

Service Category: General Staff

SUMMARY DESCRIPTION;

Accountable to the General Manager and subsequently to the Active Board of Directors for delivery of services to members of the Business Improvement Association. Duties are specific to office administration and the membership however will be adjusted as required by the Manager to meet the mandate of the Association.

PRIMARY DUTIES:

- Support to the General Manager

To assist the Manager with daily administrative operations of the Association office. May be required to represent the Association at various meetings or events

- Data Base Management

Using information available and through individual research to prepare and maintain the database of information pertaining to all members / property owners addresses, email, telephone numbers & fax numbers

- Communications & Promotion

To assist the General Manager in the promotion and facilitation of the Association, events & programs that it initiates throughout the year.

- Membership Services

To promote the value of the Association to all members and identify potential new members.
To develop programs and identify other sources that will lead to membership satisfaction

- Promotion materials

To produce or provide all pertinent information for the production of the brochures, pamphlets, notices, and reports that are required by the Association

- Website

To maintain the Association website and create new web pages and forms as needed.

- System Support

Responsible for technical support and backup of the office computer systems.

Qualifications

- Understanding of community and economic development and small business
- One year experience in a similar position or duties of an equal nature
- Extensive computer skills
- Demonstrated skill in Excel, Word, FrontPage, Simply Accounting.
- Excellent keyboarding skills
- Database proficiency

Skills and Attributes

- Mature, energetic and highly self motivated
- Ability to work in a rapidly changing environment
- Demonstrated organizational, research, analytical skills and problem solving
- Superior interpersonal skills and an ability to deal effectively, one on one or in groups with members or the public.
- Ability to show leadership in membership recruitment, including “cold calls” to new businesses or merchants
- Ability to schedule and facilitate meetings or social functions
- Superior proficiency in verbal and written English communication skills

Hours and Working Conditions

Currently the position is required for 20 hours per week (Monday - Friday), however this may be adjusted depending on the requirements of the Association. There is a preference for the time of work to be mornings.

The entry level salary being offered is \$13.00 per hour and does not include any employment benefits for the first 3 months.

The position is subject to the requirements and re-approval of the By Law enacted by the City of Kamloops pertaining to the Business Improvement Area.

Applications will be accepted **until July 10** and can be mailed to:

Kamloops Central Business Improvement Association
4 - 231 Victoria St
Kamloops, B.C. V2C 2A1
Attn: General Manager

OR emailed to info@kcbia.com (pdf file format)

Thank you to all who apply however, only those being interviewed will be contacted