



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

# Administrative Assistant

### 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 HUB Manager through 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 both business and non-profit administration at The HUB. You will support the HUB Manager with all aspects of running the retail store and helping coordinate volunteers.

### Overview

The Administrative Assistant will report to the HUB manager or a designated supervisor for specific tasks.



The position will start on February 2<sup>nd</sup> and go until July 2nd 2025 (6 months). 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.

## 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

### The Community HUB

- Assist in compiling sales data and creating reports
- Assist with entering store products and inventory into the new website and online store
- Assist store staff in planning events and related documentation
- Assist with store sales and operations tasks

### Volunteer Coordination

- Maintain documentation related to organization volunteers
- Contact and assist with scheduling volunteers
- Update online software such as iVolunteer and Flipsnack



## **Office**

- 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 on computers and drives
- Enter and review membership data within online software

## **Details**

- Starting at \$18/hour
- Starts as soon as Feb 2, 2026 through July 2, 2026 (Max 26 weeks)
- Average 35/hr a week.
- Monday - Friday (Some weekends may be needed)
- 9 AM - 4:30 PM
- Resume can be emailed to [monique@thehublillooet.ca](mailto:monique@thehublillooet.ca) or dropped off in person by appointment by calling 250.256.8255