

Overall Purpose: *Power To Be* is a non-profit organization that creates access to nature for youth, families, and adults living with cognitive, physical, financial, and social barriers. We support the discovery of limitless abilities through nature-based programs. We have recently opened the doors to a purpose-built, lake-front facility, designed with intention and holding at the center our values of inclusion, the environment, and community. This is an opportunity to be part of impactful and lasting societal change.

The Administrative Support Volunteer will act as the friendly face of our organization that meets and greets individuals who contact the organization by phone or in person, while demonstrating a high level of professional customer service with every interaction. Additionally, the Administrative Support Volunteer may take on tasks in support of Program operations, People and Culture initiatives and fundraising events.

SPECIFIC ROLE RESPONSIBILITIES:

People

- Welcome on-site visitors, determine nature of business, and announce visitors to appropriate staff member
- Provide brief tours of our new facility to the public
- Answer incoming telephone calls/ voicemail, determine purpose, provide information or forward to appropriate staff member
- Be in regular communication with direct supervisor; assist other staff with their responsibilities as needed.
- Contribute to a positive and dynamic working culture congruent with *Power To Be's* values.
- Adhere to all *Power To Be* policies and guidelines, and applicable legislation as they relate to staff and volunteer practices.

Administration

- Provide administrative support, data entry, research, or tasks for various staff and departments, as required
- Sort, prepare and distribute incoming and outgoing mail, emails, faxes and deliveries

Facility

- Light office upkeep duties, including organizing, sorting and resupplying
- Perform daily cleaning tasks such as wiping down surfaces, door handles, and tidying spaces

Performs other related duties as interested

Role Requirements:

The successful candidate will...

- Be personable, organized, and professional
- Be a strong communicator, friendly, and a team player who is aligned to *Power To Be's* mission and values.
- Be familiar with the Microsoft Office suite, specifically Outlook, Word, Sharepoint and Excel
- Provide proof of full vaccination against Covid-19

As per the Ministry of Justice requirements for organizations that work with vulnerable populations, A Criminal Record Check (CRC) and Criminal Record Review Act Check (CRRA) will be required.

Particular Working Conditions: The position requires weekday availability during our normal business hours (9:00am-5:00pm). Our office is in a rural area with no public transportation, volunteers must have their own means of transportation. In consideration of the mission we serve, it is preferred that the Administrative Support Volunteer enjoys an active lifestyle and has aligning values with Power To Be.

Location: Prospect Lake (Victoria, BC)

Reports to: Volunteer & Impact Lead

Hours: Shifts to be determined based on availability. Ideally the volunteer will be able to commit to 2-4 hour shifts 4-6 times per month.

To Apply: Complete our application form and upload your resume [here](#)