



CSSSW Administrative Assistant Job Description

The list outlines the main administrative support position that is approximately 10 hours per month.

The main tasks are:

1. Organize Meetings (agendas, minutes, email circulation/correspondence)
 - Email CSSSW Board for a call for agenda items and time allocation required
 - Sending agenda and zoom calendar invite to board members, and a reminder email
 - Taking minutes and identify tasks and person responsible and timeline
 - Send minutes to President and Vice President for approval and any edits before sending out to the Board
2. Manage CSSSW email
 - Respond to membership applications
 - Respond to queries, or identify person to send the email to for response
 - Add new members to Google Contacts and ensure they are also in Mail Chimp
 - Look for applications for Board Members and advise President and Vice President
 - Look for volunteer applications
3. Maintain content on the website and work with the web developer to ensure content is up to date
4. Pass on relevant information to the newsletter coordinator as required in consultation with President and Vice President
5. Support volunteer organization, subcommittees, social media, event organization (i.e., conferences, webinars, initiatives)

Skills required:

- Excellent written and verbal communication skills
- Strong organizational skills and ability to prioritize
- Web content and/or development experience
- Experience with minute taking, meeting organization, and coordination
- Strong interpersonal and conflict resolution skills

To apply please submit your resume and brief accompanying cover letter to:

info@spiritualityandsocialwork.ca

The position will remain open until filled.