



Bulkley Valley Community Foundation

Office Administrator
Bulkley Valley Community Foundation

The Bulkley Valley Community Foundation is looking for an Office Administrator to coordinate our grants and awards programs and carry out other office activities that support the Foundation's operational needs. Responsibilities of this rewarding part-time, flexible contract position include but are not limited to

- Providing professional and prompt handling of our correspondence and banking.
- Communicating effectively with community stakeholders and directors while respecting confidentiality concerns.
- Managing grant and award application procedures and records.

The Office Administrator will work closely with our directors to promote BVCF goals. Requirements are

- Computer literacy including word processing and spreadsheet skills.
- Ability to interpret basic financial statements and reports.
- Attention to detail and problem solving; ability to work independently.

Please reply with cover letter and resume to: jill@bvcf.ca. **Closing date: October 26, 2018, 4 PM.**