



Community
Connections
REVELSTOKE SOCIETY

JOB POSTING

December 2025

Internal/External Posting

Position Title: Front Desk- Administrative Assistant (Casual)

Reports to: Executive Director

Job Description:

This moderately complex secretarial, confidential clerical and receptionist work requires exercise in good judgment, a professional demeanor and frequent independence of action. The incumbent will be under the supervision of the Executive Director, and is responsible for all reception, clerical administration, computer and business systems, typing and record keeping duties for the organization.

Key Duties and Responsibilities:

- Answer the telephone, relay calls, take messages and place calls as directed
- Manage and maintain the phone system, e-mail, Facebook and website
- Receive clients and the general public, respond to general inquiries from the public, and record information as necessary
- Type memos, letters, reports, forms, minutes and agendas of meetings, where necessary and distribute them as required by the Executive Director, the Board and staff
- Pickup, sort and distribute mail; prepare outgoing mail.
- Photocopying and collating of material, and faxing as required
- Ensure all office equipment is in good working order
- Maintain stationary supplies and orders
- Schedule appointments as necessary and be cognizant of staff schedules and locations
- Keep office and lobby areas tidy
- Provide backup support for other administrative team members
- Provides other related duties as required

Qualifications:

Education/Certification

1. No minimal education required.





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Required Knowledge

1. Advanced proficiency in the use of computer program applications such as: Microsoft Office suite of products including Word, Corel, Windows, Excel, PowerPoint, Adobe, Outlook and email etc.
2. Familiarity with Canva, Facebook (Meta Business Suite), Instagram, and Mailchimp will be considered as an asset.

Experience Required

1. Reception/administrative experience, preferably in the non-profit or social service sector.

Occupational Competencies:

1. Sensitivity and knowledge about the needs and issues of clients with a strong ability to communicate with clients from all cultures, backgrounds and abilities.
2. Excellent interpersonal, collaboration and problem-solving skills.
3. Demonstrated commitment to teamwork approach.

Wage: In accordance with the Community Connections Wage Grid and qualifications/experience - Grid Level 1 is \$22.39, for the first 975 hours, then \$23.47 per hour.

Location: Main Office

Hours: Casual- 15 to 20 hours per week, Mondays and Tuesdays (8h30 am to 4h30 pm)- recurrently until March 31st, 2026 with possibility of extension, potential additional hours on call.

Closing Date: Will stay open until filled

Start Date: Immediately

Applications must include a current resume with a cover letter stating your qualifications and education for the posted position

Apply now [online](https://www.community-connections.ca), via email hr@community-connections.ca or in person.





Community Connections is a CARF accredited organization

Community Connections serves a diverse population, and our staff reflects this diversity. We recognize the unique skills and perspectives each individual brings. As an employee you embrace Community Connections' values, vision and mission while treating individuals as leaders in their own lives; you contribute to an environment of continuous learning and seek to join a professional, compassionate and supportive workplace.

Mission Statement:

The Mission of Community Connections (Revelstoke) Society is to offer support to individuals and families in our community to thrive by providing and advocating for accessible, responsive social services.

Values Statements:

Organizational values are the guiding principles that provide an organization with purpose and direction. We at Community Connections Revelstoke have given careful consideration to our organizational values and embrace the following:

BELONGING:

We value belonging by creating an environment where people are seen and heard.

COLLECTIVISM:

We work together to support equitable well-being.

INTEGRITY:

We demonstrate integrity through relational accountability and commitment.

CREATIVITY:

We cultivate creativity through acts of collective courage and imagination that tend to community needs and honor lived experiences.

Vision Statement

People belong and are supported by our high quality, responsive, and socially-just services.

2022-2025 Strategic Goals:

SUSTAINABILITY (PROGRAM, STAFFING AND FUNDING)

Community Connections Revelstoke Society is sustainable due to excellence in program delivery, human resource practices and financial planning and management.

SERVICE EXCELLENCE

CCRS is committed to providing excellent services and will not sacrifice quality for quantity.

INTRA-ORGANIZATIONAL NARRATIVE

We have an internal ecosystem that creates a culture of belonging, celebrates past successes, growth and embeds the organizational values.





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ORGANIZATIONAL VALUES

The CCRS will identify and define our values, and they will serve as a filter for all our decisions including work plans, staff evaluations, hiring practices, and Board attraction and retention.

ADVOCACY

The CCRS will become more visible in the community by raising our profile and expanding our engagement.

