



JOB POSTING

March 2026

Internal/External Posting

Position Title: Front Desk- Administrative Coordinator (Maternity Leave Contract)

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 reception services, clerical administration, computer and business systems support, typing, communications and record keeping duties for the organization. **The successful candidate will also provide administrative coordination and support to the organization's fundraising committee and assist with marketing and communications efforts in collaboration with program coordinators and executive director.**

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.
- Create and format forms, brochures, posters and other materials as required.
- Pickup, sort and distribute mail; prepare outgoing mail.
- Photocopying, scanning, collating of material, and faxing as required.
- Ensure all office equipment is in good working order.
- Maintain stationary supplies and coordinate ordering.
- Schedule appointments as necessary and be cognizant of staff schedules and locations.
- Assist with preparation of Board and AGM meeting packages and materials.
- Maintain employee administrative information such as email addresses, alarm codes and related access information as required.





- Keep office and lobby areas tidy and welcoming.
- Provide backup support for other administrative team members.
- Support positive relationships with staff, clients and community partners while maintaining professionalism at the front desk.
- Provides other related duties as required.
- Support Program Coordinators and the Executive Team with the preparation and posting of social media content.
- Support the Executive Director in preparing reports for the Board of Directors by gathering operational reports from programs.
- Assist with Health and Safety meetings, prepare meeting minutes, and coordinate the completion of the annual Health and Safety task list.
- Assist with and coordinate the Fundraising Committee, including organizing the annual fundraising raffle and supporting grant coordination.
- Support organizational marketing and communications efforts.

Qualifications:

Education/Certification

1. No minimal education required.

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, Work press, Bizz connect and Mailchimp will be considered as an asset.

Experience Required

1. Reception/administrative experience, preferably in the non-profit or social service sector.
2. Experience coordinating and writing grant applications will be considered an asset but is not a requirement.
3. Experience supporting marketing efforts, including social media content and posting, will be considered an asset but is not a requirement.
4. Experience in a communications role within an organization will be considered an asset but is not a requirement.
5. Experience working in a non-profit setting will be considered an asset but is not a requirement.





**Community
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REVELSTOKE SOCIETY

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- **\$28.04 per hour for the first 975 hours, then \$29.38 per hour.**

Location: Main Office- – 314 2nd St. E, Revelstoke

Hours: 33 hours per week schedule:

- **Monday to Thursday, 8:30 am to 4:30 pm,**
- **Friday, 8:30 to 11:30 am,**
- With a 30-minute lunch break.

Hours could be increased up to 37.5 hours depending on operational needs.

Contract: 1-to-1.5-year maternity leave replacement contract.

Job posting closing Date: April 3rd, 2026

Start Date: June 8th, 2026

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

Apply now [online](#), 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.

