Volunteer Position Description – Administrative Assistant

Description

Reporting to the Executive Director, the administrative assistant will perform a range of administrative and office support functions for CPAWS to facilitate the efficient operation of the organization. The administrative assistant will directly contribute to increasing CPAWS’ capacity to protect our wilderness, our parks and our oceans.

Duties and Responsibilities

The administrative assistant will:

- Handle incoming phone calls and written correspondence, providing prompt responses and forwarding to appropriate staff member where necessary
- Perform general clerical duties including photocopying, fax and mailing
- Handle requests for information and data and follow up with appropriate staff member
- Schedule and coordinate meetings, appointments and travel arrangements for staff members
- Manage office supply inventories and coordinate maintenance of office equipment
- Assist the Executive Director in the management and administration of related contracts and project designations
- Ensure staff are notified in a timely manner of upcoming deadlines
- Assist in the development and maintenance of job descriptions and evaluations
- Assist with volunteer and outreach coordination as required

Qualifications

- Excellent organizational, written and verbal skills
- Detail oriented and committed to meeting deadlines
- Good interpersonal skills
- Works well independently and as part of a team
- Ability to adapt to shifting priorities and manage multiple deadlines
- Ability to problem-solve in a fast paced work environment
- Knowledge of Microsoft Office programs, including Outlook, Word, and Excel
- Bilingualism is an asset

Time Period

This position requires a minimum 6 month commitment for 2-3 days per week during office hours (Monday to Friday from 9:00 am to 5:00 pm). Flexible schedule for an average of 15 hours per week, with some evening and weekend hours to support board meetings and special events.
Benefits and recognition

This position provides valuable experience for administrative management students and anyone with a passion for protecting Canada’s parks and wilderness. Volunteers are highly valued members of the CPAWS team and contribute to making a significant difference in CPAWS’ ability to protect Canada’s wilderness for current and future generations. CPAWS will provide reference letters for all volunteers who successfully complete a placement.

About CPAWS

CPAWS is Canada’s leading voice for wilderness. As a national charity with 13 chapters, 40,000 supporters and hundreds of volunteers, CPAWS works collaboratively with governments, local communities, industry and indigenous peoples to protect our country’s amazing natural places. Our vision is that Canada will protect at least half of our public land and water. To learn more about CPAWS, visit www.cpaws.org.