

COWICHAN LAKE REGION TOURISM ACTION PLAN PROJECT ASSISTANT- CONTRACT POSITION

CORE FUNCTION:

The Project Assistant is primarily responsible for assisting with the project activities as directed by the General Manager of Community Futures and under the parameters established in any funding or partnership project agreement. All responsibilities require building positive and effective working relationships with project members, volunteers and all members of the communities we support.

This is a contract part-time position. The contract term is January to July 2018.

FUNCTION DETAILS:

- Providing research and preparing resource materials for the project manager, project committees and consultants
- Community engagement activities
- Maintaining records and files, including information from research projects, and committee activities, both electronically and paper-based
- Be the Staff Support to the Leadership Committee – act as the primary contact, coordinating meeting schedules, attending meetings, and communication updates
- Assist with media releases as required, or determined by the committee or management
- Attend community meetings and be a representative for the Project
- Preparing project updates and briefing notes for the General Manager as required.
- Assisting in the preparation of reports required by the program funders.

OTHER FUNCTIONS

- Administrative and general office support
- Any other duties as assigned

STANDARDS OF PERFORMANCE

- Works in the best interest of the organization at all times
- All decisions and actions are made to uphold the reputation and integrity of the Community Futures name and brand
- Excellent oral and written communication skills
- Confident in a group to communicate project requirements and important information
- Relationship builder
- Effective time management skills- ability to self identify critical dates and key priorities to meet project deadlines
- Resourceful; Thinks beyond status-quo to problem solve
- Computer hardware and software- Windows, Excel, Word, Outlook, PowerPoint
- Marketing and Social Media experience
- Works well with diverse populations and a willingness and ability to travel locally required
- The individual is also responsible for working with related committees that may include staff members, outside agencies and other community partners consistent with the goals of the projects and Community Futures.

ACCOUNTABILITY

- The Project Assistant reports to the General Manager