

Administrative Assistant for Cicely Blain Consulting

Location: Vancouver, BC

Type: Part-time (10 hours per week), 12 month contract (with possibility of extension)

Pay: \$18 per hour

Cicely Blain Consulting is a Vancouver-based diversity and inclusion consulting agency. CEO Cicely Blain is one of the 30 Under 30 of BC Business, TED Talk speaker, co-founder of Black Lives Matter Vancouver, and VanMag Power 50 lister of 2018. The firm seeks to bring greater diversity and equality for all to the workplace in Vancouver and beyond through education, events, and strategy consultation.

To make this mission possible, we are seeking a part-time administrative assistant. The position earns \$18 per hour, for approximately 10 hours per week, working directly with Cicely Blain.

Job Description

The administrative assistant at Cicely Blain Consulting will be responsible for a range of duties including basic administrative work, communication with clients, and generally assisting with the organization and running of the office in Vancouver.

The administrative assistant must be able to work independently, work well with people, being capable on social media, and be organized and capable of following general instructions for more complicated tasks, such as scheduling and coordinating materials for events and educational programs.

Responsibilities of the Administrative Assistant

The administrative assistant will have a range of responsibilities including, but not limited to the following:

- Writing detailed client proposals
- Management of basic social media platforms for Cicely Blain Consulting
- Basic management of the webpage, using Wix platform
- Planning and making travel arrangements for executives
- Workshop scheduling with clients, guests, and staff
- Answering phones and sending and responding to emails
- Verifying invoices and orders for reduction of errors
- Copying, filing, digitizing, and organizing of physical and digital documents
- Screening and organizing emails into specified folders
- Assists executives with in-office duties as needed

Requirements for the Position

- 1+ years administrative experience
- Excellent email communication skills
- Organizational skills
- General computer knowledge and skills
- Intersectional feminist lens
- Social justice knowledge
- Proficiency with Microsoft Office Suite and Google Suite
- Proficiency with email program

- Familiarity with Quickbooks or similar
- Ability to create schedules without overbooking personnel
- Attention to detail
- Ability to multi-task
- Self-starter and independent worker

We are an Equitable Employer

We engage in the proactive employment practices set out by the [Employment Equity Act](#). We strongly encourage women, people of colour, Indigenous folks and LGBTQ2+ folks to apply.

How to Apply

Qualified applicants should email a cover letter and resume (in one PDF) to info@cicelyblainconsulting.com for consideration for the role of Administrative Assistant.

Please use the subject line: APPLICATION: Administrative Assistant

DEADLINE: June 7th , 2019

We thank everyone for their interest and acknowledge the time it takes to complete applications. We're currently a small team and therefore have limited capacity; we will only be reaching out to those we'd like to invite to an interview.