



Oak & Orca Bioregional School

A BC Certified Independent School

2738 Higgins Street
Victoria, BC
V8T 3N1

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Administrative Assistant Position:

This position is responsible for maintaining the public face of the organization and performing a variety of administrative and clerical services that facilitate the school's operation. While there are many responsibilities listed below, not all are typically included in one position. Most staff have a blend of responsibilities based on their specific skills as well as the needs of the school.

General Responsibilities:

- Reception, including telephone, email, and walk-in inquiries from existing and prospective community members, vendors and other inquirers
- Record-keeping and maintenance of resident and digital files
- Collection and processing of invoices and management of learning budgets
- Work with financial records, student records, payroll records and other confidential files.
- Prepare invoices, forms, templates, samples, publications, web pages, ads, flyers, financial reports, summaries, updates, newsletters, posters, policy, proposals, etc.
- Research various aspects of school, non-profit and charity functions
- Input and analyze data of various types and formats
- Manage, organize, research and assist with various projects as needed
- Build relationships with students, particularly those needing extra support
- Support the growth of our programs (e.g. marketing, supporting new coworkers, community events, etc.)

Potential Additional Tasks:

- Childcare and education, such as out of school care, recess, workshops, reading with kids, etc.
- Cleaning and space maintenance
- Gardening
- Developing curriculum for our home-learning families

Position Details:

Term: Most positions are permanent with a four month probationary period. Temporary positions may also be available from time to time.

Time off: Three weeks split over Winter and Spring break, plus one week in the summer. Further time off can be negotiated as unpaid.

Note: As with many other non-profits, we are unable to provide the types of wages and benefits we would like to. We are working together to raise wages and increase our capacity.

The ideal candidate for the position will possess:

- Familiarity and proficiency with databases, spreadsheets, and processing financial information
- Clear and compassionate communication, particularly over the phone and email
- An interest in bioregionalism and working in a non-profit environment
- Flexibility and adaptability

- An interest in working with and around children
- An interest in alternative teaching and learning
- Ability to work with others, and to work with a consensus decision making approach

**** All staff are expected to use alternative transportation without a motor vehicle of any kind to get to work each day (ie bike, bus, walk, etc.).**