

# **ADMINISTRATIVE ASSISTANT- Neighborhood Learning Centre**

**Division: 4 (Clerical)**

**Reports to: Manager of Facilities.**

## **Job Summary:**

The Neighborhood Learning Centre is a community hub that houses several District partnering agencies and facilitates a number of spaces used by both the District and its partners and acts as the Facility Rentals office for the District. With limited direction and supervision, the Administrative Assistant - Neighborhood Learning Centre, performs a wide variety of duties including clerical and administrative work, including set-up and technical support. The Administrative Assistant - Neighborhood Learning Centre, works with and provides assistance to, clients, employees, students, parents and the public.

## **Duties and Responsibilities:**

- Inputs and retrieves data on a facility booking and registration program.
- Produces forms, letters, brochures, reports, flyers, newsletters and other materials.
- Responds to booking/software registration applications via email and phone to ensure timely responses to clients.
- Apply data analysis to produce a variety of reports on hours of use, types of rentals, staff time, costs, subsidies, and revenue.
- Performs cash handling, bank deposits, including remittance payments, rental credits and invoicing to clients.
- Ability to acquire and maintain knowledge of the District Rentals Department in accordance with established Board Policies and Administrative regulations, the preparation of rental contracts, along with community supports and services provided by partnering agencies.
- Troubleshoot technical issues and speak publicly to and in front of large crowds.
- Ability to use discretion and judgment when dealing with sensitive or confidential information.
- Take meeting minutes.
- Plan and schedule work with other staff members, with the ability to reassess and re-prioritize when necessary.
- Answers rental inquiries, schedules bookings and coordinates the use of rooms and services throughout the District for School District staff and the community.
- Gathers, maintains and processes information about event and room requirements.
- Provides training and support to District staff and Community School Coordinators, in the use of facility booking and registration software.
- Shipping and receiving of deliveries, including catering requirements; sorting and distributing mail.
- Maintains and orders building equipment inventory, including employee and community bulletin

boards and display racks.

- Performing work of considerable variety and varying degrees of complexity.
- Liaises with custodial staff and provides weekly rental reports for review.
- Be available by District provided phone while on shift.
- Maintains and assigns building key/fob inventory.
- Provides emergency procedure back-up support in the event of an emergency.
- Performs other related duties as assigned.
- Administers First Aid when required.

**Equipment Used:**

Computer, photocopier/faxing, telephone, paper cutter, projectors, sound systems, room thermostats, card access system, labeler, paper cutter, handheld radios, calculator, laminator, point of sale machine and other office related equipment.

**Physical Requirements:**

- Ability to repetitively lift up to 45 lbs.
- Ability to set up/take down room furniture multiple times per day for small and large rooms, including tables, chairs, stanchions and whiteboards.
- Ability to open and close movable classroom divider walls.

**Required Knowledge, Ability, Skills:**

- High school diploma plus additional office administration coursework of up to and including six months.
- Up to and including six months' experience in an office environment.
- Keyboarding speed of 50 words per minute.
- Training will be provided should the successful applicant not possess the below training; to be completed upon an agreed timeline:
  - A valid Occupational First Aid Certificate Level 1
  - Food Safe Level 1 Certification
  - Completion of 'Every Door is the Right Door Training'
  - WHIMIS Certification
  - Ability to attend additional training as required
- Knowledge, understanding and experience in community rentals.
- Intermediate knowledge of Microsoft Office, word processing, Bookkeeping and Accounts Receivable skills.
- Strong technical ability to work with MAC and PC's for projector, wireless internet and sound system setup for multiple users and the ability to trouble-shoot any concerns with connection.
- Valid BC Driver's License.