



Sage Haven Society
Job Description
Administrative Assistant 4
INTERNAL AND EXTERNAL JOB POSTING

Organization: Sage Haven Society

Status: Permanent Full-Time

Location: Port Alberni, BC

Wage: Community Subsector Grid 4 – current wage \$24.48 per hour (TBD after ratification)

Hours: 32.5 hours per week

Start Date: As soon as possible

This position requires union membership.

Position Summary

Sage Haven Society is a community-based organization providing psycho-educational programs, Transition House services, and Second Stage Housing programs that support women and children and work to address the impacts of intimate partner violence, gender-based violence, sexual violence, trauma, and related barriers.

Reporting to the Executive Director, the Administrative Assistant plays a key role in supporting the effective operation of the Society. The position provides reception, administrative, intake, records management, office coordination, and financial administrative support while contributing to a professional, welcoming, and efficient environment for clients, staff, volunteers, community partners, and stakeholders.

The Administrative Assistant supports day-to-day office operations, assists with recruitment and onboarding activities, coordinates administrative systems, supports meetings and organizational events, and contributes to the effective delivery of programs and services.

Qualifications

- Degree, diploma, or certificate in Office Administration, Business Administration, Administrative Professional Studies, Public Administration, or a related field from a recognized post-secondary institution.
- Minimum four (4) years of recent related administrative experience, including at least one (1) year of supervisory or team leadership experience.
- Experience with bookkeeping, financial administration, records management, and office coordination.
- Advanced proficiency with Microsoft Office 365, databases, cloud-based applications, and office technology systems.
- Valid Class 5 BC Driver's License and access to a reliable, insured vehicle.
- An equivalent combination of education, training, and experience may be considered.



Skills and Abilities

The successful candidate will demonstrate:

- Exceptional professionalism, discretion, maturity, and sound judgment.
- A high standard of integrity, honesty, accountability, and ethical conduct.
- The ability to exercise discretion and maintain strict confidentiality when handling sensitive client, personnel, financial, organizational, and operational information.
- The ability to represent Sage Haven Society in a professional, respectful, and positive manner when interacting with clients, staff, volunteers, community partners, funders, contractors, and members of the public.
- A strong work ethic and commitment to excellence in administrative practice.
- Demonstrated emotional intelligence, including empathy, self-awareness, professional maturity, sound judgment, and the ability to build respectful and effective working relationships.
- The ability to work independently, take initiative, and exercise sound judgment with minimal supervision.
- Reliability, dependability, and a demonstrated commitment to follow-through and accountability.
- Exceptional organizational skills and a high degree of accuracy and attention to detail.
- The ability to consistently produce accurate, thorough, and high-quality work while managing competing priorities and deadlines.
- The ability to manage competing priorities, frequent interruptions, and multiple deadlines while maintaining accuracy, professionalism, discretion, and confidentiality.
- The ability to remain calm, professional, organized, and solution-focused in a fast-paced and demanding environment.
- Excellent interpersonal and relationship-building skills.
- Compassion, empathy, and the ability to engage respectfully with individuals from diverse backgrounds and experiences.
- The ability to establish and maintain appropriate professional boundaries.
- Resourcefulness, initiative, and a proactive approach to problem-solving.
- Flexibility, adaptability, and resilience in a dynamic work environment.
- Strong technology skills and the ability to support and coordinate office technology systems and administrative processes.
- The ability to maintain organized administrative systems, accurate records, and efficient office operations.
- A commitment to feminist principles, anti-oppressive practice, equity, inclusion, and social justice.

Benefits

Extended Health and Dental benefits available in accordance with the Collective Agreement.

Participation in the Municipal Pension Plan.



Equity, Diversity, Inclusion, and Reconciliation

Sage Haven Society is committed to building a skilled, diverse, and inclusive workforce that reflects the communities we serve. We encourage applications from qualified candidates of all backgrounds, including Indigenous Peoples, persons with disabilities, members of racialized communities, members of the 2SLGBTQIA+ community, and individuals with lived experience relevant to our work.

Application Process

Please submit a cover letter and resume by email to jfraser@sagehavensociety.org.

Please reference "**Administrative Assistant**" in the subject line of your application.

Only candidates selected for an interview will be contacted.

Sage Haven Society acknowledges that our work takes place on the traditional, ancestral, and unceded territories of the Tseshaht and Hupacasath First Nations of the Nuuchahnulth peoples. We are grateful to live and work on this land and commit to advancing respect, learning, and reconciliation in our workplace and services.