



Job Posting
Administrative Assistant – Canada Summer Jobs Program

Location: Work from home with the ability to travel to meetings in Parksville/Nanaimo and other locations

Salary: \$20.00/hour for 35 hours per week

Terms of Employment: Seasonal employment

Start date: May/June

The Vancouver Island Economic Alliance (VIEA) is a collaborative partnership spearheading regional economic development for the Vancouver Island and the rural islands. We are seeking an Administrative Assistant to help facilitate and advance our initiatives including Economic Summit, Economic Dashboard, Foreign Direct Investment, and VIEA's Island Good product brand.

The ideal candidate is passionate, creative, detail-oriented, proficient with MS Office and related applications and dedicated to providing superb client service.

Duties and Responsibilities:

- Support the team with the preparation of the annual 'State of the Island' Economic Summit by:
 - Maintaining event, registration and contact databases and organizing and uploading event content to the website and troubleshooting systems and software
 - Execution of targeted marketing initiatives, including writing e-news releases and social media marketing
- Assist the Island Good team with marketing initiatives and research including:
 - Supporting the promotion of Island Good days in May-June 2025
 - Building and strengthening client relationships to achieve long-term partnerships
 - Marketing the Island Good initiative on social media platforms
 - Developing a thorough understanding of our products and service offerings to provide superior customer service to current and prospective clients
 - Identifying upsell, cross-sell, and renewal opportunities and communicate with the Island Good team regularly
- Research related to VIEA initiatives and funding opportunities
- Other administrative duties as assigned

Aptitude and Abilities:

- Ability to handle high volume of pressure and last-minute requests with grace
- Ability to work both independently and collaboratively with individuals at all levels
- Ability to self-motivate and perform with initiative
- Aptitude for critical thinking, organizational efficiency
- Ability to efficiently troubleshoot via phone or email (i.e. calmly identifying issue, finding solutions)

Qualifications:

- Eligible for Canada Summer Jobs
 - be between 15 and 30 years of age at the beginning of the employment period
 - be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, and
 - have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Excellent communication skills (verbal and written)
- Strong organizational skills and attention to detail with the ability to plan and execute tasks professionally
- Proficiency and technical aptitude dealing with multiple platforms (MS Office, various social media, contact management software, google docs etc.)

How to Apply:

Please apply with your resume and cover letter by email to diana@via.ca