



## Port Alberni Association for Community Living

### Join our team as an Executive Assistant

The Port Alberni Association for Community Living (PAACL) is looking for an Executive Assistant. Under the direction of the Executive Director the Executive Assistant performs receptionist/administrative duties and office support ensuring efficient operation of the PAACL office.

#### Responsibilities:

- Acts as the principal contact and liaison for those in contact with Executive Director
- Coordinate and manage calendars for the executive director, scheduling meetings, and ensuring efficient time management.
- Prepare and organize documents, reports, and presentations for meetings and events.
- Arrange travel arrangements, accommodations, and itineraries.
- Maintain and update confidential files, records, and databases.
- Provides support for all aspects of the Board of Directors and board committee meetings.
- Assist with event planning and coordination.
- Perform additional administrative tasks as needed.

#### Requirements:

- Proven experience as an executive assistant or similar role.
- Excellent organizational and time-management skills.
- Strong attention to detail and ability to work independently.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to handle confidential information with discretion.
- Flexibility and adaptability to changing priorities and deadlines.

#### Qualifications

- Completion of a recognized Business or Office Administration Diploma Program
- Minimum two years' general office and senior secretarial experience that includes personnel management preferably in a not-for-profit, union environment.

#### Additional Information and Requirements

- Successful Criminal Record Search under the Criminal Records Review Program
- Valid B.C. Driver's license
- Proof of being fully vaccinated for COVID 19

We offer a competitive salary and benefits package, a collaborative work environment, and the opportunity to contribute to meaningful work that positively impacts the community. Salary Range: \$33.00 - \$35.50 per hour.

To apply, please submit your resume and a cover letter detailing your relevant experience and why you are interested in joining our organization.



**Port Alberni Association for Community Living**

APPLY NOW and be a part of our team working towards making a difference!

**Please send a cover letter and resume to:**

**[Nicole.Uzelman@paacl.ca](mailto:Nicole.Uzelman@paacl.ca)**

Attn.: Nicole Uzelman, Executive Director  
Port Alberni Association for Community Living  
3008 2nd Ave., Port Alberni, B.C. V9Y 1Y9

PAACL thanks all applicants for their interest, however only those selected for an interview will be contacted. A full job description is available to those who are selected for an interview.