



Klitsa Tutoring

Literacy Alberni

Job Posting

Job Title: Office and Program Assistant

Job Description:

- General Reception duties
- Cash handling
- Assist with Scheduling
- Assist with programs (including summer camps)
- Assist with events
- Assist with fundraising
- Cleaning
- Other duties as required

Skills/Qualifications:

- Funding for this position requires that the successful candidate:
 - A valid social insurance number is required

Neat appearance, reliable, willing to learn new things, hours at times – M-F 10am-2pm

Start Date:

ASAP

Pay:

The rate of pay is \$17.40 per hour for 20 hours per week.

How to apply:

Contact Literacy Alberni Society to drop your resume by the office at 5100E Tebo Avenue, Port Alberni, BC. You can also email your resume, cover letter and references to executivedirector@literacyalberni.ca