

**Executive Assistant**  
**Permanent, Part Time (30 hours per week)**

Come join the dynamic team at Intersect Youth and Family Services in the hub to the North, Prince George BC. We are actively recruiting a permanent, part-time (30 hours per week) Executive Assistant to join our amazing team. We want the right person so our start date is negotiable. There is also some flexibility in the work hours/days of the week with mutual agreement, however most hours will be during our office's open hours for communication, collaboration and support.

The Executive Assistant is responsible for a wide variety of administrative duties in support of the Executive Director and other members of the Leadership team. Duties include but are not limited to general administration, report and grant writing, supporting fundraising initiatives, communication and marketing support, event planning and supporting the day to day ITS needs of the organization. The Executive Assistant is also required to maintain confidentiality and professionally interact with other members of the Intersect Team, clients and the general public.

What are we looking for in you?

- A healthy relationship with yourself and others including great communication skills and the ability to have some laughs. We like fun!
- Experience with grant writing and other fundraising initiatives. Bonus points if you have experience with BC Gaming and/or event planning.
- An effective problem solver with a keen attention to detail. You love organizing!!
- You are outgoing, sociable and not afraid to approach the community for their support of new fundraising initiatives. As much as you love teamwork, you can also work independently too.
- You are ethical, flexible to adjust to whatever presents that day.
- You are computer savvy and can use a variety of ITS equipment (fax, copier, scanner) and programs (word, excel, outlook) but you are always open to learning new things.
- You have a recognized 2 year diploma in Business Administrative or equivalent related training & experience.
- You have a minimum of 3 years' experience in a senior administrative support position.
- That our clients will be safe in your care by completing a criminal record and vulnerable persons check.

What can you expect from us?

- An eclectic team of coworkers happy to support you, share their knowledge and expertise and have some fun with you too.
- A leadership team committed to supporting you and helping you develop your skills and provide any training you need to do your job the best you can.
- A flexible schedule that will work for all of us.
- Full extended health and dental package through Pacific Blue Cross for you and your family including a confidential Employee Assistance Plan.
- Employer RRSP plan with the option of withdrawing funds at a later date to purchase your first home, fund education etc.
- A competitive wage with cost of living increases every year in addition to our 6-step wage grid that starts at \$26.08 hourly but depending on your experience, you could start at a higher step up to \$32.19 hourly.
- You get paid sick time, paid vacation time, paid mental health time, paid family responsibility time, paid personal training time on top of having flex banks.

Intersect values diversity and inclusivity. If you need assistance to accommodate a disability, you may request an accommodation at any time. To apply for this exciting opportunity please ensure your cover letter explains why you are what we are looking for, then you can: email your resume to me at [executivedirector@intersect.bc.ca](mailto:executivedirector@intersect.bc.ca); fax it to 250-562-4692 or mail it to 1294 Third Avenue, Prince George, BC, V2L 3E7, Attn: Shannon Croy/Executive Director. Resumes will be reviewed as they are received-we will only contact those shortlisted for an interview. This posting will remain open on our website until the position is filled. [www.intersect.bc.ca](http://www.intersect.bc.ca).



Your future team playing ridiculous games in the quest for the Lynn Cup.