Administrative Assistant

International Peace Garden

Summary: The Administrative Assistant of the International Peace Garden is hired by the IPG CEO in consultation with the Finance Administrator, IPG Board, and Executive Committee. This position reports to the CEO and the Finance Administrator.

Report to: CEO and Financial Administrator

Goals: To assist the CEO/Financial Administrator in the administration of the International Peace Garden in coordination of IPG business activities

Responsibilities:

Responsible for keys distribution/safekeeping/records

Overseeing the administration / assignment of rental units, collections of deposits / rent, and general conditions with the assistance of facilities maintenance lead.

Overseeing the campground and cabin reservation and hiring a campground host

Basic computer and network administration

Answering phones/ contact person for general maintenance and troubleshooting with SRT, Bell MTS and Rogers as needed.

Receives/welcomes/assists all visitors that enter the administration office.

Ordering and distribution of supplies within the administrative office and gate house as well as other support staff

Responsible for managing incoming and outgoing mail and recording receipts, memberships cheques etc.

Prepare any administrative duties as required by the CEO and Finance Administrator

Report to the Board of Directors in regard to Board Minutes/agenda/contact etc.

Administrative advertising of job postings as needed.

Maintain and Identify appointments, meetings and distribute to Permanent staff on a weekly basis

Provide support to the Financial Administrator

Have a broad knowledge and a willingness to bring new ideas for efficiencies

Other duties as assigned by CEO or Financial Administrator