



October 22, 2025

POSITION: ADMINISTRATIVE ASSISTANT & EVENT COORDINATOR
LOCATION: Prince George, BC
APPLICATION DEADLINE: Open until filled
HOURS: 28 hours/week
WAGE: \$24.20 - \$30.00 per hour

JOB DESCRIPTION

Reporting directly to the Ember of Hope Directors, the Administrative Assistant & Event Coordinator provides administrative support, plans, and organizes events.

PRIMARY RESPONSIBILITIES

Administration:

- Respond to requests & bookings, and maintain the booking calendars
- Respond to emails and phone calls, representing Ember of Hope
- Assist in the creation and review of educational and promotional materials
- Distribute online and email communications for gatherings (events)
- Assist in developing materials and event posters using Canva
- Assist with updating and maintaining computer filing system using Google Workspace
- Create quotes and invoices, and assist Directors with payments as required
- Catalog evaluation form entries; Data management
- Set up and coordinate in person or Teams meetings, participate in meetings as required



- Apply for grants
- Develop content hub for supportive tools and templates to assist with business operations and systematic flow of the business
- Attend meetings with Directors to work on planning, schedules, and bookings
- Connect and build relationships with customers, facilitated by Ember of Hope's Directors
- Maintain records in accordance with the ethics and standards guidelines of Ember of Hope, all applicable laws, and professional standards
- Other administrative duties as assigned

Program Management and Event Planning:

- Coordinate, plan, and promote all official meetings, programs, and events
- Assist with booking venues for events
- Book catering for events, and pick-up/deliver when required
- Distribute event posters, registration links to recurring clients, new clients, social media
- Confirm registrations, confirm payments, answer questions from clients or vendors
- Shop for event and office supplies (Costco, Superstore, Staples, Amazon, etc.)
- Print materials for each gathering, including evaluation forms, certificates, name tags, handouts, and deliver to venue/Directors
- Support Directors at promotional events i.e.: tend to conference vendor tables



Advertising and Social Media:

- Assist with or create social media posts according to strategy of Ember of Hope Directors, and/or open to feedback from contractor on best social media engagement strategies
- Respond to social media messages

Qualifications, Skills, and Knowledge:

- Certificate or diploma in any applicable fields: administration, business, mental health, social work, or equivalent education, training, and experience
- Strong administrative skills
- Excellent written and oral communication skills
- Strong understanding of event planning and coordination
- Self-directed with problem-solving abilities
- Proven team player with outstanding inter-personal communication skills (verbal and written); able to collaborate and engage with directors and the community we serve
- Strong customer service skills
- Detail oriented and strong analytical skills
- Demonstrated ability to work effectively both independently and as part of a team
- Ability to adapt to changing circumstances in fast-paced environment



- Time management and organization skills, with ability to manage multiple priorities simultaneously
- High degree of proficiency in Microsoft Office Suite, social media tools, research skills
- Creativity and innovation to identify and develop new opportunities
- Class 5 Drivers Licence and access to reliable transportation
- Ability to work occasional evenings
- Travel may be required a couple times per year
- Preference given to an Indigenous candidate or those with work experience working with Indigenous peoples, communities or organizations
- Passion for helping others

Position Specifics:

- Four 7-hour days per week (typically between Monday-Friday)
- Home residence office with preference given to candidate living in Prince George BC, with occasional meetings at other mutually agreed upon locations
- Laptop, cell phone, printer, and other required office supplies is supplied by Ember of Hope for your home office

Please submit a cover letter and resume with three work-related references to:

Janine Sampson, Director/Counsellor

janine@emberofhope.ca

Only those selected for an interview will be contacted.