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## Work Opportunity and Overview, October 22, 2021

**Title:** Office Assistant

**Start Date:** as soon as possible

[www.chbanorthernbc.ca](http://www.chbanorthernbc.ca)

Please respond with a resume and a cover letter on or before November 15, 2021 @5pm, via:

**Email:** [eo@chbanorthernbc.ca](mailto:eo@chbanorthernbc.ca)

**Please indicate "Office Assistant" in the subject line**

### About the Canadian Home Builders' Northern BC (CHBA-NBC)

Members of the CHBA-NBC are leaders in the residential construction industry working to shape policy and engage with law-makers and related industry groups, test building science to build energy efficient high-performance homes, raise the bar in the home renovation market and work together to share knowledge and experience. The CHBA is a tri-level, membership driven association serving at the regional, provincial and national level and members donate their time across the country to advocate for housing affordability. Collectively, the residential construction industry is one of Canada's largest employers.

The association delivers the annual spring *Northern BC Home & Garden Show*, the fall *Parade of Homes*, the *Housing Awards of Excellence Gala* and various industry education events and outreach. The association is a long-time and dedicated supporter of the Prince George Hospice Society and sponsors the annual Dream Home lottery house. The association owns the Professional Building at 1705 Third Avenue as well as a 4<sup>th</sup> Avenue property located in Prince George. The association is looking for a creative and capable part-time Office Assistant.

### About this position:

- Reports directly to the Executive Officer (EO)
- \$20 per hour
- Hours of work: 20-25 hours per week, M-F with a limited number of weekend hours or evening hours for an event or activity. Hours may increase during peak periods within the association
- You will require above average working knowledge of Microsoft Word, Excel, PowerPoint, Publisher and Outlook. You will use Dropbox and learn the association cloud-based Growth Zone program. You are adept with Mailchimp. Knowledge of Canva or another design program is helpful.
- You have the knowledge necessary to schedule and assist with a Zoom meeting or workshop
- The general office located at #115 – 1705 Third Avenue and paid parking is provided. Some work may be conducted from your home-office workspace.
- You will be required to understand and sign, showing agreement to, the association *Code of Conduct & Confidentiality* and the *Health & Safety Policy for the Prevention of Communicable Disease*, as well as adhere to the BC Provincial Health Officer directives & policies. This includes your ability to produce a *Province of BC Health Passport*.

### Duties include:

- Phone blitzing for events
- Bank deposits, assisting with accounts payable/receivable, office filing
- weekly emails to the membership, liaison with the social media coordinator and the website contractor
- Update databases and assist with correspondence
- Assist tenants and assist with organizing contractors for property maintenance
- Assist with industry events and education
- Other duties as discussed