

## JOB DESCRIPTION

<b>Job Title</b>	<b>Administrative Assistant</b>
<b>Organization</b>	Gibsons Community Building Society (GCBS)
<b>Reports to</b>	Manager, Community Impact
<b>Term</b>	Regular Part-Time; 15-22.5 hrs/wk
<b>Wage</b>	Individual Contributor Level I
<b>Job Summary</b>	Provides front desk reception and administrative support for Gibsons Community Building Society (GCBS) and its registered charity, the Gibsons Marine Education Centre Society (GMECS)

## BACKGROUND

The Gibsons Community Building Society is a not-for-profit society that operates the Gibsons Public Market and the Nicholas Sonntag Marine Education Centre.

Gibsons Public Market is a community project that inspires and supports economic activities in the region. The public market is a destination for Sunshine Coast residents and visitors where all are welcome to convene and learn, enjoy local food, fresh produce, art and entertainment. The public market provides space for community activities, gatherings, workshops, a marine education centre, a community kitchen, and a bistro.

The Nicholas Sonntag Marine Education Centre is a 30-tank “collect-and-release” aquarium located at the Gibsons Public Market. The aquarium is home to more than 200 creatures representing 70 species, all collected from the pristine waters of Howe Sound and Sechelt Inlet. The Centre is designed to showcase the mystery, wonder, and magic of the amazing undersea world at our doorstep, inviting visitors to discover how the ocean connects us to all of life and to each other.

## JOB PURPOSE AND SUMMARY

As the first point of contact, the Administrative Assistant position is a key role for the Gibsons Community Building Society, ensuring that all visitors to Gibsons Public Market and the Nicholas Sonntag Marine Education Centre feel genuinely welcomed. All staff uphold the organization's values of being community-centered, inclusive, accountable, respectful, collaborative, and resourceful.

## DUTIES

- Answering and directing phone calls, emails and in-person inquiries
- Facilitating our Market membership program, aquarium admissions and passes, and sales
- Providing administrative & event support, as required
- Ensuring all building procedures are followed during shifts, including opening/closing
- Other duties, as required

### **QUALIFICATIONS & SKILLS**

- Exceptional interpersonal, customer service skills
- Intermediate technology skills
- Experience working in Microsoft Office, Adobe Suite, and Google-Drive
- Experience with cash handling, point of sales systems (i.e. Square), balancing day sales
- Ability to use tact and discretion, as well as good judgement
- Ability to follow direction and work independently
- Ability to be flexible and assist with in-house programs, as needed
- Sense of humour - definite asset