

Administration and Operations Assistant Job Description

Mission Adopt-A-Block Society



Time requirements: 10-15 hours a week, including occasional evenings and weekends
Work schedule can be flexible; weekly time demand will vary
Duration: Contract (March 15th - December 31st/2016)
Contract: \$12-14hr depending on experience

Job Description

- Complete daily Social Media updates and general maintenance including uploading of current info and pictures onto our website, Flickr, Instagram, and Facebook accounts.
- Assist in the creation of new litter-based activities and display boards for event booths
- Attend community events as needed throughout the year
- When possible, assist with the ongoing expansion of curriculum-based material for both the Junior *Anti-Litter* bug Club and proposed program for youth
 - This could include research on environmental education as it relates to litter control, designing age appropriate cultural or science based activities for youth, meeting with relevant organizations, writing concise and accurate literacy pieces, etc.
- Assist in increasing youth involvement with the AAB programs- this could involve speaking with teachers and parents, reaching out to other educators, meeting with youth, increasing media presence, and online research
- Assist in the organization and delivery of Summer Day camps such as the “Wildlife and Litter” day camp offered to children ages 6-12
- Maintain Volunteer Database to ensure up-to-date information is available- this includes contact detail changes and monthly cleanup reports from – schools, sponsors, volunteers, grant sources, media sources, JBC members
- Update online map to reflect up-to-date adoption information is available to the public
- Update the “Mission’s Litter Hot Spots” list and reach out to community members to address problem areas

- Assist in delivering educational material to the public and school district as needed
- Assist with large One-Time Group Clean-ups as required (i.e. Stave Lake Clean-ups)
- Participate in the writing of grant applications as needed (training can be provided)
- Build and maintain positive working relationships within the community
- Attend monthly board meetings

Other duties as required

Relevant Background:

- Demonstrated relevant education and/or work experience
- Comfortable working outdoors and with children
- Excellent computer knowledge and strong design skills
- Experience in marketing, research or administration
- Graphic design skills would be an asset
- Strong communication and organizational skills
- Self-motivated and able to work independently
- Community oriented
- Concern for the environment
- A strong knowledge of the Mission community would be an asset

To apply please send a **cover letter and resume** in **PDF format** to Sophie Thomas, Society Co-ordinator, at missionadoptablock@gmail.com

Competition End Date: **February 20th/2016**