



Volunteer Job Description- Administrative Assistant

Purpose of Position: To help the Langley Arts Council office run smoothly by helping with basic office tasks. This ensures that all housekeeping tasks are done in a timely matter.

Outcomes of Position: The volunteer in this position will gain experience working in an office and being a leader.

Roles, Responsibilities, and Tasks:

- Creation of posters for upcoming exhibitions and artist calls.
- Using our contact lists, newspaper listings, and our online calendar, among other things, to promote local artist calls.
- Regular office duties such as filing, making copies and communications.
- Booking venues for our events and exhibits.
- Communications with other volunteers via email and telephone.
- Help write and send out a monthly newsletter.
- Compose a creative write up to promote our events via our social media sites.

Schedule and Commitment:

- Team player
- Positive attitude
- Able to take initiative
- Previous office experience an asset but not necessary

Skills, Experience & Other Requirements:

- Be willing to work with the public
- Be flexible and willing to try new things
- Have a good attitude
- Able to take initiative
- Previous experience volunteering with children an asset but not required
- First Aid or willingness to obtain an asset, but not required

Setting & Location:

- Job will take place at our office space in the Langley Events Centre

Orientation, Training & Other Supports Provided:

- Will be provided with a volunteer booklet
- On site training and direction as needed
- Office Manager will be available to answer any questions
- A letter of recommendation will be provided following the volunteer service