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COMMUNITY SERVICES SOCIETY
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Keremeos, BC V0X 1N3
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www.LSCSS.com

Executive & Administrative Support - Keremeos, BC

\$28.80 per hour; 15 hours per week

The Executive & Administrative Support position provides dedicated leadership-level administrative assistance across LSCSS, ensuring smooth executive operations, governance coordination, and organizational workflow. This role supports scheduling, correspondence triage, meeting and board preparation, digital filing, data entry, and general administrative functions, while also assisting with HR coordination such as interview scheduling, onboarding preparation, and certification tracking. The position strengthens organizational efficiency by maintaining accurate records, supporting effective communication, and delivering consistent administrative capacity within a fast-paced non-profit environment.

Position:	Executive & Administrative Support
Hours:	15 hours/week (0.4 FTE; 780 hrs./year)
Pay:	\$28.80/hour (HEABC Grid 25, Step 2) +10% in lieu of vacation & stat pay
Bargaining Unit:	UFCW Local 1518

Key Responsibilities

- Provide executive-level administrative support including scheduling, correspondence triage, and preparation of agendas, meeting packages, and minutes.
- Coordinate board and committee meetings and track action items and governance deadlines.
- Draft, format, and prepare organizational documents, letters, memos, and internal communications.
- Maintain digital and physical filing systems, complete scanning and indexing, and ensure FOIPPA-compliant records management.
- Complete data entry, maintain administrative tracking logs, and support reporting and audit preparation.
- Support HR administrative functions including interview scheduling, onboarding coordination, and certification/expiry tracking.
- Assist with general office flow, supply coordination, and communication with staff, tenants, and community partners.

Qualifications

- Grade 12 plus administrative/business administration certificate/diploma, or equivalent experience.
- Minimum two years of administrative experience (non-profit, community, social services, or health setting preferred).
- Experience supporting executive-level staff or governance is an asset.
- Proficiency with Microsoft 365 (Outlook, Word, Excel, SharePoint, Teams).
- Strong organizational skills, clerical accuracy, and attention to detail.
- Ability to manage sensitive information discreetly and maintain confidentiality.
- Strong written and verbal communication skills.
- Familiarity with FOIPPA and records management standards.

LSCSS is committed to equity, diversity, and inclusion and strongly encourages applications from Indigenous peoples, racialized individuals, people with disabilities, and all equity-deserving groups.

Application Process

Send your resume labeled "ADMS#26-03" to Recruiting@LSCSS.com.

For more information, reach out to:

Lisa Flex, Manager of Operations (250) 499-2352 Ext. 130 Operations@Lscss.com

For the full position description, visit www.LSCSS.com.