



Lake Park Society
1100 Comox Lake Road,
PO Box 1389
Cumberland, BC V0R 1S0

Job Title: Office Administrator

Compensation: \$23.80 per hour

Work Hours: 1-10 hrs a month, remote work

Start Date: as soon as possible

About Lake Park Society

Located in the beautiful Comox Valley on Vancouver Island, Cumberland Lake Park is a popular gathering spot offering sandy beaches, campground, boat launch, climbing crags and hiking trails. The Park is located 4 km west of the Village of Cumberland, and is operated by the not-for-profit Cumberland Lake Wilderness Society.

Job Summary

Under the direction of the Executive Director, the Office Administrator completes administrative tasks to ensure the smooth and efficient operation of Lake Park Society programs and services.

Duties and Responsibilities

- Pay and categorize invoices
- Collect and file required staff paperwork, communicate with staff and prepare summary of staff hours for bookkeeper (bi-monthly)
- Create, distribute and monitor invoices
- Prepare and submit monthly marketing materials
- Order and purchase supplies as required
- Assist with paperwork related to accounts: insurance, internet, phone etc
- Perform other related duties as assigned by the Executive Director

Skills

- Excellent attention to detail
- Computer skills: MS Office
- Great interpersonal and communication skills

To apply, please forward your resume, cover letter and 3 references to [executivedirector\[at\]clws.ca](mailto:executivedirector[at]clws.ca). Only complete applications sent to this email will be considered. We thank all candidates for their interest, however, only those selected for an interview will be contacted. Competition is open until filled. Lake Park Society is an equal opportunity employer and looks to create an inclusive environment for all employees that celebrates diversity in all its forms.