



## Job Description - Office Assistant

Updated: April 27,2021

### The Organization

Brigs is a charitable organization dedicated to building leadership, self-efficacy and self-esteem in youth 13-18. This is accomplished through the peer-to-peer delivery of challenging programs aboard our traditionally-rigged vessel, with a focus on safety and the creation of positive and memorable experiences on board. Brigs also endeavours to foster learning and the development of practical skills, the adoption of environmentally sustainable practices, and an appreciation of the rich marine heritage of the Great Lakes.

### The Program

Programs are delivered as voyages on board the TS Playfair, a 72' steel-hulled brigantine-rigged sail training vessel. The Playfair is a purpose-built sail training vessel carrying up to 18 trainees and a crew of 10. The vessel is based in Hamilton, ON and operates on the Great Lakes. The crew is composed of experienced youth volunteers, with the exception of the Captain and Chief Mate who are adults. The season comprises a spring outfit in preparation for annual inspection by Transport Canada, a spring season of short voyages and day sails in Lake Ontario, a summer season in the Great Lakes, and a fall season of short voyages and day sails back in Lake Ontario. Summer voyages are between 3 days and 2 weeks long.

### Duties and Responsibilities

The office assistant will...

1. Support the Program Coordinator with day-to-day administrative tasks.
2. Liaise with camp youth, parents, and staff to deliver our programs.
3. Professionally represent the program to partners and the public.

## Tasks Include:

- Developing community outreach opportunities with the towns that we visit.
- Assisting with event organizing and implementation.
- Writing and research for grant and funding applications.
- Simple bookkeeping tasks, including creating invoices, filing payments and recording expenses.
- Administrative support in the office including answering phone, dealing with clients and data entry.
- The successful candidate will also be asked to work for short periods on our vessels assisting with program delivery and ship handling when our regular volunteers are unavailable. However, the successful candidate need never have been aboard a ship before but will have a desire to learn and a sense of adventure.
- The successful candidate will also be tasked with independent projects such as curriculum development so a background in youth groups or community work would be an asset.

## Required skills:

- Good Interpersonal Skills
- Ability to work independently
- Ability to liaise with parents, youth and other stakeholders
- Ability to think critically and solve problems
- Ability to write effectively personally and professionally
- Interest in youth education and youth leadership development
- Knowledge of Google Suite
- Willingness to work physically aboard ship for short duration to assist with program delivery and minor ship handling (no previous experience required).

## Desired Skills:

- Graphic Design Skills an asset
- Web Design Skills an asset
- Valid Driver's License
- MED/DVS Certification