

# VANCOUVER & DISTRICT LABOUR COUNCIL

## EXECUTIVE ASSISTANT

Position covered by the MoveUP  
Master Trade Union Group – Non-Construction Group Collective Agreement

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The Vancouver and District Labour Council is seeking an Executive Assistant (confidential secretary and bookkeeper) to look after the day-to-day operations of this busy, one-person office.

The Executive Assistant works closely with the President of the Council and is responsible for all aspects of the clerical and administrative work necessary to support the work of the Labour Council.

The job requires an outgoing person who can take charge of a small office and who can work under pressure and without supervision to prioritize work and meet deadlines.

Excellent computer skills, an ability to deal with the public, and a good understanding of the labour movement are essential requirements of this job.

Position requires, but is not limited to, the following duties and skills:

- Maintaining affiliate records, delegate records, mail lists, meeting attendance rosters etc.
- Maintaining all finances including:
  - Maintenance and processing of per capita records and receipts
  - Maintenance of donations and redistribution as necessary
  - Maintenance of various committee funds
  - Issuing of cheques (including payroll)
  - Bank deposits and bank reconciliations
  - Maintenance of financial records – including preparation of materials for annual external review and for monthly financial reports to Executive
- Preparation of all materials and signage for meetings, including both monthly Executive and Regular Meetings of Council
- Generating minutes of Executive and Regular Meetings of Council and their distribution
- Design and creation of flyers, bulletins, posters for events, and special meetings
- All facets of correspondence
- Responding to telephone and email inquiries
- Processing of all incoming and outgoing mail and email
- Booking of meeting spaces
- Ordering of office supplies
- Coordination and organization of events
- Website maintenance
- Software:
  - MS Office Suite – Word, Publisher, Excel, PowerPoint
  - Simply Accounting
  - Outlook

- NationBuilder – website
- superior editing and proofreading skills

The compensation for this position will be at the Category 4 Classification of the union collective agreement with MoveUP.

Please provide employer references.

Applications must be received by October 11, 2019. Only shortlisted candidates will be contacted.

Applications to: Stephen von Sychowski, President  
Vancouver and District Labour Council  
170 – 111 Victoria Drive  
Vancouver, BC V5L 4C4  
Email: office@vdlc.ca

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