



Administrative Assistant

Canada Summer Jobs Placement

(8week work from home placement)

Kemptonville Pride is looking for a dynamic, community minded and an all-around awesome student to join our team as an Administrative Assistant!

The mission of the Kemptonville Pride Inc. is to support and provide education, promotion, networking opportunities and outreach in support of the Lesbian, Gay, Bisexual, Trans, Queer, 2-spirited and supporters. Kemptonville Pride will perpetuate the spirit of pride in our community's identity throughout the year culminating in an entertaining, professional Pride Festival and other activities throughout the year, which provides positive economic impact to the region through tourism.

Duties and Responsibilities:

- Take minutes at monthly Board meetings.
- Schedule meetings/ appointments.
- Update and maintain contact list.
- Assist with fundraising.
- Assist with analytics.
- Proficient with Social media.
- Experience with graphic design.
- Proficient in Microsoft Office.
- Create and maintain spreadsheets.
- Assist in creating presentations.
- Assist Director with various office tasks.

Skills and Traits

- Organized.
- Punctual.
- Excellent time management.
- Detail-oriented.
- Accommodating.
- Enthusiastic.
- Ability to take direction.
- Courteous and professional.

Education, Experience and Certification:

- Experience in related field.
- Prior Experience as an assistant.
- Familiar with office management systems.
- Proficient in office software.

Kemptonville Pride Inc. is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

**Please send cover letter and resume to, Jen Crawford, Executive Director
@KemptonvillePrideED@outlook.com by May 7th, 2021**