



## **ADMINISTRATION ASSISTANT (FULL-TIME)**

### **MINISTRY CONTEXT**

LIFE Recovery Association (LIFE) is a registered charity and Christian ministry that exists to support women in recovery from addiction. Employees of LIFE agree with the Code of Ethics, Community Standards Policy, Mission, Statement of Faith, Vision, and Core Values.

### **JOB SUMMARY -PRIMARY FOCUS**

The Administration Assistant will support the Executive Director with communications, community outreach, business and program development.

### **THE ROLE:**

#### **Support LIFE's communication strategy:**

- social media, newsletters, email campaigns, marketing, correspondence

#### **Support LIFE's community outreach:**

- educational and outreach events, promotional opportunities, donor, and volunteer engagement

#### **Support LIFE's operational needs:**

- database and records management, business and program development, accounts receivable

### **YOUR QUALIFICATIONS:**

- Experienced Administrative Professional
- Proficient in computer operating systems and troubleshooting IT
- Excellent communicator; confident with social media, cold calls, presentations, and community engagement
- Experienced with charity revenue, donations, and receipting
- Strong analytical skills and decision-making ability
- Ability to maintain highly sensitive and confidential information
- Current Class 5 Drivers License (minimum)
- Sobriety of at least TWO years (no abuse of alcohol, drugs, or other mood-altering chemicals)
- Knowledge of alcohol & drug and mental health disorders, registered charities, and thrift store operations would be an asset.

Interested persons may submit a resume and cover letter in .pdf to Coletta Holmes, Executive Director [director@liferecovery.ca](mailto:director@liferecovery.ca)

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