



# Victim Services

*Working with police to help crime and trauma victims*

## **Job Posting Executive Assistant**

Greater Victoria Police Victim Services is a non-profit society established in 1983 to provide assistance to victims of crime and trauma. Working in partnership with seven police agencies in Greater Victoria, our vision is that “victims achieve a state of well-being.” The society is seeking a full-time, experienced Executive Assistant.

### **Responsibilities**

- ❖ Office management and administration
- ❖ Administrative support to the Program Director and the Board of Directors as well as to staff and volunteers
- ❖ Full cycle bookkeeping using Simply Accounting
- ❖ Payroll using a web-based system
- ❖ Budget development and monitoring
- ❖ Records management
- ❖ Office equipment maintenance and IT support
- ❖ Promotion of Victim Services
- ❖ Representation of Victim Services in a professional manner

### **Qualifications**

- ❖ Senior administration experience, preferably with a non-profit organization
- ❖ Solid bookkeeping and financial management experience
- ❖ Experience providing IT and technical support
- ❖ Demonstrated ability to work effectively with people, including a Board of Directors, staff, volunteers, funding agencies and professional colleagues
- ❖ Demonstrated ability to function under pressure while managing multiple projects and deadlines
- ❖ Proven ability to deal tactfully with sensitive client issues
- ❖ Excellent communication and presentation skills
- ❖ Experience with Simply Accounting and Payworks Payroll or other (similar) software
- ❖ Experience with Microsoft Office Suite, Adobe Creative Suite 5, website applications and social media applications
- ❖ Ability to be successful in an enhanced security screening process

### **Applications**

Interested applicants are invited to submit a cover letter and resume by 4 p.m. on Friday, February 24, 2012. Applicants should refer to the Executive Assistant position description and adequately address the skills and competencies required in their applications.

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