



# Junior Admin Assistant Part-Time

Port Hardy and North Island  
Port McNeill

Tuesday March 10, 2026

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\$21 - \$25/ hour (\$20.00-\$23.00/hour)

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**Company:** North Island Community Services Society

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**Website:** <https://www.nicommunityservices.ca/>

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**Industry:** Management/ Administration

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**Remote/Camp Based Job:** No

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**How to apply:**

How to Apply Please submit your resume and cover letter outlining your interest and relevant experience to: [reception@nicommunityservices.ca](mailto:reception@nicommunityservices.ca) Applications will be reviewed as received. Only those selected for an interview will be contacted.

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**Expiry Date:**

Tuesday, March 24, 2026

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**Details:**

Position: Junior Administrative Assistant Status: Permanent, Part-Time Hours: 20-22 hours per week (Mondays, Tuesdays, and Fridays, 9:00 AM-4:00 PM) Wage: \$20.00-\$23.00 per hour (depending on experience) optional pension plan, 4 weeks' annual vacation, flexible schedule, bonus paid days, additional health & wellness benefit Location: Port McNeill, BC About NICSS North Island Community Services Society (NICSS) is a non-profit and registered charity established in 1978. For more than 40 years, NICSS has delivered a wide range of community-based programs throughout the North Island region. With over 30 staff members operating 15 programs, as well as numerous special projects and community events, NICSS plays a vital role in supporting individuals and families across the Regional District of Mount Waddington. We were honored as Non-Profit of the Year in 2024 and continue to uphold our commitment to person-centered, inclusive, trauma-informed, and culturally safe services. Summary of the Role NICSS is seeking a Junior Administrative Assistant to join our team. This entry-level role provides general administrative and reception support to help ensure the smooth day-to-day operations of the organization. Reporting to senior leadership and administrative staff, this position is ideal for someone organized, friendly, and eager to grow in an administrative role. This is a developmental position with potential for expanded responsibilities over time. Key Responsibilities • Administration • Reception & Communications • HR & Program Support • OH&S & Events Support Our Culture At NICSS, we value inclusivity, equity, collaboration, and community. You'll be joining a compassionate, curious team committed to

creating a supportive environment where everyone feels they belong.

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**Qualifications & Experience:**

Qualifications • High school diploma or equivalent (office administration coursework an asset). • 1–2 years of office, reception, or customer service experience (nonprofit experience preferred but not required). • Basic proficiency in Microsoft 365 (Word, Excel, Outlook, Teams, OneDrive). • Strong communication and interpersonal skills. • High attention to detail and ability to maintain confidentiality. • Adaptable, collaborative, and willing to learn. • Clean Criminal Record Check required.

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