



Technology & Administrative Assistant - Quadra Full-Time

Campbell River Region
Campbell River

Thursday July 9, 2026

\$21 - \$25/ hour (\$21/Hr)

Company: Quadra Children's Centre

Website: <https://quadrachildrenscentre.com/careers>

Industry: Management/ Administration

How to apply:

To apply, please email your resume and a brief cover letter to info@quadrachildrenscentre.com with the subject line: Admin & Technology Assistant Application.

Expiry Date:

Thursday, July 23, 2026

Details:

Tasks and Responsibilities:

- Organize, sort, rename, and move digital files into clear, easy-to-use folder structures.
- Help create shared digital filing systems so staff can find and use documents more easily.
- Create simple staff resources such as folder maps, file naming guides, checklists, and step-by-step instructions.
- Assist with identifying practical ways to improve administrative workflows, communication systems, forms, templates, spreadsheets, and tracking tools.
- Help create or update administrative documents that support childcare programs, family services, and daily operations.
- Support simple website and blog updates using Squarespace or similar website software.
- Assist staff in becoming familiar with basic website or blog update processes.
- Maintain confidentiality and professionalism when working with organizational records and internal information.
- Participate in regular check-ins with supervisors to review progress, ask questions, receive feedback, and document learning.

Qualifications & Experience:

This is an entry-level summer position. Training and supervision will be provided. Applicants should be:

- Comfortable using computers and willing to learn new digital tools.
- Interested in administration, technology, communications, digital organization, or non-profit operations.
- Organized, detail-oriented, and able to follow through on tasks.
- Able to sort information clearly and create systems that others can understand.
- Comfortable creating simple written instructions, checklists, or process notes.
- Able to communicate clearly, ask questions, and

clarify instructions when needed. •Able to work independently on assigned tasks while checking in regularly with a supervisor. •Respectful of confidentiality and privacy when handling organizational information. •Interested in supporting a non-profit childcare organization serving children, families, and the Quadra Island community. Helpful but not required: •Familiarity with Microsoft 365, Google Workspace, Squarespace, Canva, spreadsheets, websites, blogs, or shared digital filing systems. •Previous experience with administration, file organization, customer service, website updates, communications, or digital systems.
