



Office Administrator Part-Time

Campbell River Region
Campbell River

Monday August 31, 2026

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

Company: Campbell River Literacy Association

Website: <https://literacyforall.ca>

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Submit application to: Kat Eddy, Executive Director kateddy@literacyforall.ca

Applications will be reviewed on a rolling basis. Positions will remain open until filled

Attachment: [Position Posting September 2026.pdf](#)

Expiry Date:

Monday, September 14, 2026

Details:

The Campbell River Literacy Association (CRLA) is looking for enthusiastic, organized, and community-minded individuals to join our team. These positions can be filled independently. We are also particularly interested in hearing from candidates who have the skills and interest to combine both roles into a full-time position. This is an opportunity to build a varied position that combines office administration, volunteer coordination, and direct work with children, families, and adult learners through community programming. About the Campbell River Literacy Association (CRLA) The Campbell River Literacy Association (www.literacyforall.ca) is a local non-profit society associated with Decoda Literacy Solutions (www.decoda.ca) and funded through the Province of BC's – Community Adult Learning Program. We support lifelong learning for adults, families, children, and newcomers to Canada through literacy programs, events and community-based learning opportunities. Our main office and Adult Literacy Program are located at the Robron Centre, with programs delivered throughout the Campbell River community and in Campbell River School District 72 schools. We are a small, dedicated team where staff have the opportunity to contribute ideas, take initiative, and make a meaningful difference in the community. WHY WORK WITH CRLA? • Make a Difference • Work directly with people and families in our community and contribute to programs that support lifelong learning. • Variety in

Your Work • Our programs are diverse, and no two days are necessarily the same. Staff have opportunities to work in the office, schools, community settings, and program environments. • Supportive Team • CRLA is a small organization where staff work closely together, share ideas, and support one another. Professional Growth • Gain practical experience across literacy, education, family programming, volunteer coordination, administration, and non-profit operations. School-Year Schedule • Contracts generally follow the SD72 academic calendar, with unpaid breaks during school holidays including Christmas and Spring Break. A Welcoming Place to Work • At the Campbell River Literacy Association, we believe that everyone has something valuable to contribute. Our work is rooted in building welcoming, respectful, and inclusive communities, and we strive to bring those same values into our workplace. • We welcome applications from people of all backgrounds and life experiences. We especially encourage those who may not always see themselves represented in traditional workplaces to consider joining our team. If you are someone who enjoys connecting with people, learning new things, contributing to your community, and being part of a small team where your work matters, we would love to hear from you. • You do not need to have a traditional career path or experience in every area of the position. We value curiosity, compassion, reliability, a willingness to learn, and a genuine desire to make a difference in our community. Training and support will be provided to the successful candidates. • CRLA is committed to making our recruitment process accessible. If you require accommodation or support at any stage of the application or interview process, please let us know and we will do our best to ensure you can participate fully. The Opportunity Under the direction of the Executive Director the Office Administrator provides administrative, clerical, and organizational support to the Executive Director and Program Managers. This position is ideal for someone who is highly organized, detail-oriented, comfortable with technology, and enjoys being the welcoming first point of contact for a community organization. Key Responsibilities • Act as the first point of contact for individuals seeking services or volunteer opportunities. • Answer telephone calls, provide information, refer calls, and take messages. • Maintain office records, files, databases, and electronic filing systems. • Develop and revise organizational forms. • Order and maintain office supplies. • Create donation receipts and maintain office petty cash. • Record and report tutor and student attendance. • Prepare and distribute incoming and outgoing mail. • Draft and format letters,

memos, reports, flyers, posters, agendas, meeting minutes, and other documents.

- Assist in managing social media channels.
- Assist with the AGM, fundraising events, and other special events.
- Assist staff with general administrative and organizational needs.
- Perform other related duties as assigned.

THE OPPORTUNITY TO COMBINE BOTH ROLES Looking for full-time work? We want to hear from you. The right candidate may have the opportunity to combine the Office Administrator and Learning Programmer positions into one full-time role.

Learning Programmer full job description: <https://niefs.net/job-postings?nid=96902>

We recognize that some candidates bring a unique combination of skills: they may be highly organized and confident with computers and office administration while also enjoying working directly with people, children, families, volunteers, and community partners. For the right individual, these complementary skills could come together to create a varied and rewarding full-time position with CRLA.

Qualifications & Experience:

GENERAL POSITION REQUIREMENTS • Positions begin as soon as a successful candidate is selected. • Contracts generally run from September through June, following the SD72 academic calendar. • Some positions involve working within Campbell River School District (SD 72) facilities. • A current Criminal Record Check with Vulnerable Sector screening will be required for any position in our organization. • Occasional evening hours may be required for programming, meetings, fundraising, and special events. • All applicable workplace, school, and organizational health and safety protocols must be followed. Training will be provided. What You Bring • Excellent interpersonal and communication skills. • Strong written communication skills and attention to detail. • Excellent organizational and time-management abilities. • Strong analytical and problem-solving skills. • Ability to work independently and collaboratively. • Proficient computer skills in a Microsoft Windows environment. • Strong proficiency in Word, Outlook, and Excel. • Some experience with social media content creation. • A professional, welcoming, and respectful approach.
