

Campbell River Literacy Association
A121A-740 Robron Road
Campbell River, BC V9W 2X4
www.literacyforall.ca
Phone: (250) 923-1275

NOW HIRING – POSITION(S) AVAILABLE IMMEDIATELY

Campbell River Literacy Association

Office Administrator & Learning Programmer

We are currently hiring for two part-time positions:

Part-Time Office Administrator (16 hrs/week)

Part-Time Learning Programmer (18 hrs/week)

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

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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.

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.

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Training will be provided.

POSITION 1: OFFICE ADMINISTRATOR

Part-Time | 16 hours/week | \$21/hour

Schedule: Monday–Thursday, 9:00 a.m.–1:00 p.m.

Contract: September–June, aligned with the Campbell River School District 72 academic calendar

Start Date: Immediately

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.

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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.

POSITION 2: LEARNING PROGRAMMER

Part-Time | 18 hours/week | \$24-\$26/hour

Hours: Based on program needs and candidate availability

Contract: September–June, aligned with the Campbell River SD72 academic calendar

Start Date: Immediately

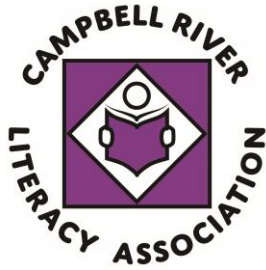
The Opportunity

We are looking for a dynamic, compassionate, and adaptable individual to facilitate family learning programs, support volunteers, assist with program development, and provide administrative support as needed.

The successful candidate will work alongside a senior staff member and report directly to the Executive Director. Training, planning time, and ongoing support will be provided.

Program - Family Learning with New Canadians

This family learning program focuses on English language skills for new Canadian parents through flexible conversation groups centred on child and community resource topics. To support the whole family, the program offers on-site childcare with an early learning component, fostering parents—particularly newcomers to Canada—in understanding their important role as their child's first and best teacher, delivered in collaboration with community partners.



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Key Responsibilities

Facilitate conversation groups, family learning, and community-based program.

Coordinate and manage relationships with other service providers & support program volunteers.

Build positive relationships with children, families, and program participants.

Assist with program planning, implementation, and evaluation.

Create welcoming, inclusive, and safe learning environments.

Adapt programming to respond to participant needs.

Contribute ideas to the development of new programs and initiatives.

Maintain attendance and program records.

Participate in staff meetings, training, planning, and community events.

Provide administrative support as required.

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.

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.

HOW TO APPLY

Please submit your resume highlighting your experience working with children and families or interest working in a learning environment. A brief cover letter stating which position you are interested in and describing how your skills and experience could contribute to the Campbell River Literacy Association.

Submit application to: **Kat Eddy, Executive Director**

kateddy@literacyforall.ca

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

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