

## Volunteer Office Assistant

Part-time

### Position Summary:

The Duke of Edinburgh's International Award, BC & Yukon is looking for a Volunteer Office Assistant to join our team based in Victoria, BC.

We are passionate about engaging young people, and providing them with an experiential yet supportive framework to develop the skills and confidence they need to find success in life. We empower young people to utilize their passions and believe in the power of their own potential.

Our Division Office in Victoria is home to a dedicated and diverse team of non-profit professionals. For information about the Award program, please go to [www.dukeofed.org/bc](http://www.dukeofed.org/bc)

### Duties and Responsibilities:

Reporting directly to the Manager of Operations, and collaborating with the Division team, the role of the Volunteer Office Assistant is to support the general office administration including:

- General clerical duties such as photocopying, scanning, and mailing
- Data entry
- Archiving
- Inventory management
- Phoning
- Special events assistance

### Requirements:

- Must be courteous and personable with good interpersonal skills and a friendly manner.
- Must be dependable, punctual, work well independently, and as part of a team.
- Willing to take initiative, and committed to meeting deadlines.
- Excellent organizational, written and verbal skills.
- Respect for The Duke of Edinburgh's International Award participants, partners, and donors.
- Basic computer skills are a must. Knowledge of Microsoft Office programs, including SharePoint, Outlook, Word, and Excel, and Adobe Acrobat would be an asset, but are not required.
- Sign a confidentiality agreement and complete a successful vulnerable sector criminal record check. (As a volunteer, this criminal record check would be at no cost to you.)

### Training:

Your orientation will include training on all office equipment, software, online platforms, and office systems.

**Time Commitment:**

This position requires a minimum 3 month commitment, for 4-8 hours per week, during office hours (Monday to Friday from 9:00 am to 5:00 pm). These hours can be completed in one day or over multiple days, each week according to your schedule. Special events may occur on a weekend and may be open for volunteer participation.

**Benefits and recognition:**

- Be a part of the most prestigious youth award program in the world! The Duke of Edinburgh's International Award is the most successful youth initiative globally and the fastest growing in the country.
- Be part of a dynamic, innovative, and successful team
- Build non-profit experience and gain valuable work experience and transferrable skills
- Opportunity for advancement and increased skill development based on interest and ability.
- The Duke of Edinburgh's International Award will provide detailed reference letters for all volunteers who successfully complete placement.
- Free parking, bike racks and on the 12, 27, 28, and 39 bus routes.
- Great neighbourhood.
- All the tea you can enjoy!

**To Apply:**

Please submit your resume, via email, including any work and/or volunteer experience. Please state the Volunteer Office Assistant position in the subject line of your email, and send it to Nikki Tellem, Manager of Operations at [ntellem@dukeofed.org](mailto:ntellem@dukeofed.org)

We are committed to diversity and accessibility in the workplace and we encourage candidates from diverse backgrounds and experiences to apply.

**Background:**

*The Duke of Edinburgh's International Award is a youth empowerment and leadership framework for young people 14-24, regardless of circumstances or abilities. The Duke of Ed disrupts the crisis of low self-esteem among young people today by creating opportunities for them to grow and succeed in meaningful ways by having them set and achieve goals in four activity areas: skill development, volunteering, physical activity, and adventurous journeys in nature. We are a globally recognized standard of excellence in youth leadership and active in 138 countries around the world. We have been active in Canada since 1963 and in BC & Yukon over 15,000 youth are currently working on achieving their Duke of Edinburgh's Award. The Duke of Ed is designed to be accessible to all youth regardless of circumstances or abilities - all they require is the desire to set goals and work to achieve them. In BC & Yukon this has partnerships, we work to ensure that the Duke of Ed empowers all youth to utilize their passions and to believe in the power of their own potential. For more information about the Award, please visit [www.dukeofed.org/bc](http://www.dukeofed.org/bc)*