



Part time Executive Assistant Job Posting

**Are you an admin professional with strong writing, computer and office skills?
Are you an intrepid learner and problem solver that can help us grow our capacity?**

Urban Horse Project is a non-profit start-up bringing innovative Learning with Horses programs into Metro Vancouver. Our programs empower youth to develop self-awareness, confidence and teamwork and communication skills through experiential learning with horses. We are looking for an organized, experienced person to join our tiny team and help build our capacity and so our impact, through provision of competent administrative services and support.

We need a committed and talented Executive Assistant that will support Urban Horse Project by:

- handling a broad range of administrative and development tasks and responsibilities
- strengthening our ability to communicate about our programs and impact
- acting as the right hand of our experienced and committed Executive Director.

Working collaboratively and independently, the Executive Assistant is flexible, resourceful, diligent and communicative. While a background in office administration is helpful, above all we are looking for a teammate with excellent organizational skills, writing skills, a positive attitude and a willingness to learn and grow. We are a young organization with a big vision. We need someone to help us make it all happen through becoming the administrative backbone of our organization.

Type of position: 1-year part-time contract with possible summer lay-off, and potential for extension

Number of hours: 8 to 12 hours or more per week; possibility to combine with other work

Compensation: \$26 to 30 per hour, depending on skills and experience

Perks: Professional development opportunities, work variety, and summers off

Office Location: East Vancouver (Hastings Sunrise), with possibility to work limited hours at home

Our organizational culture: collaborative, enthusiastic, curious, respectful, kind, results-oriented

Key duties and responsibilities:

- Maintain and improve daily operations and systems (develop and maintain files including digital, keep contact lists, oversee calendar of key dates, and undertake data entry, HR & other administrative tasks)
- Assist with program registration, scheduling and data collection
- Edit, proofread and / or create documents (marketing, reports, forms, policies, presentations, notes)
- Help to organize professional development opportunities for program team
- Help set up and implement social media strategies
- Other projects, duties and responsibilities as required to assist the Executive Director

Required attributes, skills, education and experience:

- 3+ years of experience in operations and office admin, preferably in non-profit settings
- Relevant post-secondary education and training
- Strong research, analysis, problem solving and communication skills
- Experience in writing, editing and other communications
- High proficiency with Microsoft Office, and Canva or similar; ability to learn and use new software
- Dependable, organized and resourceful; work well collaboratively and independently
- Enjoy helping others; patient and flexible while maintaining focus on results.

Urban Horse Project places a high value on diversity and encourages qualified individuals from all backgrounds and identities to consider applying. For the right person, there is a possibility of also assisting in our equine assisted learning programs. See facilitator job posting on our website: www.urbanhorseproject.com

To apply: send resume and cover letter as soon as possible and by March 24 to: Nancy McRitchie nancy@urbanhorseproject.com