



Administrative Assistant – Are you seeking a unique work experience?

R.J. Haney Heritage Village & Museum is a premier tourist destination in Salmon Arm, BC. It is set on forty acres of pioneer farmland with over 30 exhibits for guests to explore. It offers visitors an opportunity to experience history hands-on with activities, tours and programs like Villains and Vittles Dinner Theatre, the annual car show, High Tea and Harvest Celebration. Visitors discover the local history in a whole new way. The site features a 150-seat restaurant offering daily menu service and caters to weddings and events at the Village. The Children's Museum and Discovery Centre is a one-of-a-kind opportunity for families to engage in playful learning.

If you want an opportunity to build your skills and be a part of a team environment, we are looking for you!

We have an opportunity in the Visitor Services Department as an Administrative Assistant.

The Administrative Assistant will provide support to managers and employees through tasks related to organization and communication, ensuring the efficient operation of the office. They perform a variety of administrative and clerical tasks in support of our managers and employees, assisting in daily office needs and managing our company's general administrative and financial activities.

"At R.J. Haney Heritage Village & Museum, we take pride in our profound impact on the local community, and we believe that every role, including the Administrative Assistant position, plays a crucial part in this endeavour. As the heart of our operations, the Administrative Assistant is not just an administrative support role; it's an integral part of our commitment to community engagement and cultural preservation. Your work will contribute directly to the seamless coordination of events, programs, and daily activities that bring the rich history of Salmon Arm to life. You will foster a connection between the community and our heritage offerings by efficiently managing communication, organizing essential tasks, and supporting various initiatives. Join us, not just as an administrative professional, but as a vital force in positively impacting the community we proudly serve."

Primary Duties:

- The Administrative Assistant will provide support to managers and employees through tasks related to organization and communication
- Effectively communicate via phone and email
- Act responsibly with confidential and time-sensitive material
- Ensure duties are completed accurately and delivered with high quality and on time
- May direct and lead the work of others
- Exhibit sound judgment toward planning and accomplishing goals with a wide degree of creativity and scope expected
- Become fluent with a variety of the museum and village concepts, practices, and procedures

Responsibilities:

- Clear and concise oral and written communications working with a variety of people of different ages and backgrounds
- Undertake the tasks of receiving calls, taking messages and redirecting correspondence
- Write and distribute emails, correspondence memos, letters, and forms
- Assist with daily cash out and accurately enter data
- Plan meetings and take accurate minutes
- Maintain a diary and provide reminders
- Assist with reports, expense reports, and presentations
- Schedule appointments, maintain a journal and provide reminders
- Maintain contact lists and update database
- Maintain computer and paper filing systems
- Handle sensitive information in a confidential manner
- Liaise with staff to handle requests and queries appropriately
- Develop and maintain computer and manual filing systems
- Manage the Membership Program and the Annual Pass Program
- Contribute to the team by completing tasks as needed
- Report all health, safety, breakages, defects and breaches of security standards to management

We offer a competitive wage and a healthy work environment. We seek a reliable candidate who likes to work and be a part of a team effort in a fast-paced, fun, and professional environment. Employees can participate in the mentoring program, a valuable skill-building tool for those seeking career path advice and opportunities.



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Candidates should be interested in history and be willing to learn about our local history. The candidate must be available to work evenings and weekends and be prepared to provide a Criminal Record Check and references.

"This position is full-time, seasonal employment from April to November. Please note that the season may potentially lengthen with the inclusion of extended seasonal events. The ideal candidate will not only play a key role in our day-to-day operations but also have the opportunity to return to the position annually, contributing to our community impact and cultural initiatives.

Who Should Apply? If you seek employable skills and want to work in an environment that will encourage you to learn and grow. R.J. Haney Heritage Village & Museum is a place for you.

How to apply: Email your cover letter, resume and references to manager@salmonarmmuseum.org

We are an equal opportunity employer. You must be available to work evenings, weekdays, weekends, and holidays. Be prepared to commit to the work dates for the entire duration and treat this as your primary job.

- You must be willing to follow laws, regulations, policies and procedures:
 - The Workers Compensation Board regulations
 - R.J. Haney Heritage Village and Museum Health and Safety Policy
- R.J. Haney Heritage Village and Museum policies, procedures and Code of Conduct
 - Adherence to the Job Performance Expectations of the position
 - Adherence to R.J. Haney Heritage Village and Museum Hiring Manual
 - Performance of all operational duties based upon industry standards and guided by the Occupation Health and Safety regulations
- Provide a Criminal Record Check

We thank all applicants for their interest. However, only those being considered will be contacted.

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