

Administrative Assistant (Contract - 6 months)
20 hours per week (\$16/hour)

Description:

The **Administrative Assistant** will handle all aspects of the day-to-day operations of the Innovation Centre, located at NAV. This position will be responsible for assisting the team with budgets, meetings, events, social media promotion, and managing the office space.

Our preferred candidate is someone who possesses a Bachelor's degree or 3 year college diploma in Business Administration, Communications, Marketing or related areas and/or relevant job experience.

Specific Responsibilities:

- Helps with the day to day operations of the Cornwall Innovation Centre
- Helps create marketing materials, manages social media accounts
- Maintains the coworking space, ensuring supplies are replenished
- Helps run events including Venture Demo Day and Mentor Days
- Coordinates InnoTalks, helping with set up the day of, ordering catering, helping promote the event
- Helps manage budgets and assists with Board Meetings
- Liaising with the Executive Director to help with everyday tasks such as expense tracking, ordering supplies, maintaining the space and more

Competencies/Skills/Abilities:

- Intermediate to advanced computer skills
- Strong interpersonal skills
- Creative, innovative, able to work independently, and in a team environment
- Able to deliver effective results, meet tight deadlines, and targets

Tools and equipment:

- Computer for word processing, email, spreadsheets, presentations (MAC or PC, depending on your preference)
- Software includes: Google apps, Canva, various other design software
- Standard office equipment such as: printers, photocopiers, cell phone, audio visual equipment

Application close date: Friday Oct 19th

Please email your cover letter and resume to: kelly@cornwallinnovation.ca