



Mackie Lake House Foundation

Now Hiring! Administrative Assistant

Closing date: April 14, 2023

We are currently seeking a fantastic administrative assistant to join our team! We are three hardworking heritage professionals who are passionate about preserving the 1910 Mackie Lake House Registered Heritage Site. We like to have fun as a team while focusing on making each open season (May – October) a success. This includes archival and artifact preservation, as well as organizing revenue-generating events to ensure the ongoing sustainability of our Heritage Site.

Our mandate is: *to preserve and present the building, grounds, furnishings and related history of Mackie Lake House for the enjoyment and education of the public.*

This position is part-time (16 hours per week) and presents a lot of variety for a candidate who likes every day to be a little different, and who works well in a fast-paced environment. Pay is \$22 per hour.

Administrative Assistant Job Description

- Answering voicemail and telephone enquiries
- Daily house check/picking up mail
- Assisting Manager with day-to-day tasks
- Works at all High Tea events and available to assist at other Mackie Lake House events such as Summer Concerts Series and Wedding Ceremonies, as required
- Keeps track of changes and additions to office calendar regarding events, important dates
- Errands for Manager including use of own vehicle for picking up supplies on occasion
- Maintaining photocopier and other office equipment, as required
- Ordering of office supplies

- Maintaining Friends of Mackie, Board of Directors & Staff lists
- Operation of small scale Gift Shop (including the use of the program Square) on a tablet
- Organization of and Contact Person for yearly UBCO Student/Teacher Program and Field Trip Program

Skills Required

- Typing speed of 50wpm or greater
- Extensive experience with Microsoft 365 and Suite (Word, Excel, etc.)
- Proficiency in Microsoft Access desirable
- Excellent Oral and Written Communication Skills
- Excellent Customer Service Skills
- Ability to be flexible and work well in a team setting including working with numerous volunteers.
- Fitness level required for climbing stairs frequently in a heritage home, working in kitchen with an industrial dishwasher for High Teas and other events.
- Outdoor tasks in the summer months including teamwork set up of tea events, etc. as required
- The successful candidate will work well as a team and independently and will show great initiative with set tasks

To apply: please send resume and cover letter to Valerie Cherwoniak, Manager, at mackiehouse@shaw.ca.