

Office Administrator (Part-Time)

Briar Hill Community Centre

Are you looking for a rewarding part-time opportunity to stay active, meet your neighbours, and contribute to your community?

The **Briar Hill Community Centre (BHCC)** is seeking a friendly, organized, and dependable **Office Administrator** to join our team beginning **September 2026**.

The BHCC is the heart of our community, providing residents with opportunities for social activities, educational programs, fitness classes, private events, and community gatherings. Our Office Administrators play an important role in ensuring the Centre remains welcoming, well-organized, and responsive to the needs of our residents.

About the Position

The office is managed by two Office Administrators who share responsibility for the day-to-day operation of the Community Centre.

- **Two days per week**
- **Approximately 10 hours per week during the winter season**
- **Approximately 6 hours per week during the summer season**

This position is ideal for someone who enjoys working with people, has good organizational skills, and takes pride in providing excellent service to the community.

Responsibilities

The Office Administrator is responsible for helping ensure the smooth operation of the Community Centre by:

- Responding to telephone calls, emails, and general inquiries.
- Processing financial transactions, preparing bank deposits, and maintaining petty cash records.
- Maintaining organized office files and operational records.
- Purchasing office supplies, Honour Bar inventory, and building maintenance supplies.
- Managing the Community Centre calendar and processing bookings for activities, meetings, private functions, and phased events in accordance with BHCC Policies and Procedures. Booking conflicts may be referred to the appropriate Board representative for resolution.
- Preparing and distributing the weekly **BHCC eNEWS**.
- Maintaining the resident contact database used to produce the BHCC Telephone Directory.

- Coordinating with Building Monitors to ensure private events are properly supported.
- Working collaboratively with Board Members to support the ongoing operation of the Community Centre and keep Policies and Procedures current.

Qualifications

The successful candidate will possess:

- A friendly, welcoming, and positive attitude.
- Excellent communication and interpersonal skills.
- Strong organizational abilities and attention to detail.
- Basic bookkeeping and cash-handling skills.
- Good computer skills, including Microsoft Office and email.
- The ability to work independently and maintain confidentiality.

Preference

As the Briar Hill Community Centre exists to serve our community, **preference will be given to qualified Briar Hill residents.**

How to Apply

If you would enjoy being part of the Briar Hill Community Centre team, please submit your **letter of interest** and **current résumé** by email to:

officeadmin@bhcontheweb.ca

Applications will be accepted until July 31, 2026.

We thank all applicants for their interest.