Invites applications for the following position(s):

COMPETITION NUMBER: 262
C.U.P.E. Local 3338 – Temporary Position
SECRETARY, GRADE 7
EXTERNAL RELATIONS – WOODWARDS CULTURAL UNIT

POSITION NUMBER: 116367

POSITION OUTLINE:
Provides administrative and secretarial support to the Director, Community Engagement, SFU Woodward’s Cultural Unit in the development and presentation of community engagement events and community partnerships in the Goldcorp Centre for the Arts. Communicates information about SFU’s Vancity Office of Community Engagement activities and programs, and assists in the programming of community events in the Downtown Eastside neighbourhood. Maintains the Director’s schedule and calendar; creates and updates files on all projects in various stages of development; supports the project partnership contract process; coordinates the processing of incoming invoices and the updating of operating budget information; and prepares expense claims. Assists in the development of communications by updating the website; creating website content; and editing content using web developing and content editing applications. Provides support for community engagement and marketing initiatives in collaboration with the Marketing and Communications Program Coordinator. Assists with report writing and reporting to funders. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: This position is located at Goldcorp Centre for the Arts, 149 West Hastings Street, Vancouver, BC.

QUALIFICATIONS:
• **High School graduation and one year of post-secondary education including training in word processing, database, and spreadsheet applications.
• **3 years of related experience.
• 60 wpm keyboarding skills with a high degree of accuracy.
• Good knowledge of general office procedures.
• Good knowledge of the arts and culture community and its practices; and local and national related organizations.
• Ability to use word processing, spreadsheet, and database applications (e.g., Word, Excel, FileMaker Pro) at an intermediate level.
• Ability to use various web applications (e.g., Photoshop).
• Ability to use content editing applications (e.g., Final Cut Pro and Adobe Creative Suite).
• Ability to use enterprise level financial software (e.g., FINS/FAST).
• Ability to compose correspondence.
• Ability to use mature judgment, initiative, and discretion.
• Ability to work under deadlines with interruptions.
• Ability to work independently.
• Ability to perform arithmetic calculations with a high degree of accuracy.
• Ability to use a digital SLR camera, video camera, and audio recorder.
• Ability to build relationships with Downtown Eastside community organizations.
• Excellent customer service skills.
• Excellent interpersonal and communication (oral and written) skills.
• Ability to work flexible hours including evenings and weekends as necessary.
• **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

HOURLY SALARY: $23.28
START DATE: June 18, 2018
POSITION END DATE: One year

A detailed resume and cover letter quoting Competition #262 must be received in our office by 4:30 pm on May 9, 2018, addressed to the attention of Francesca Turrell, Human Resources Advisor. Please follow the application instructions at: http://www.sfu.ca/hr/prospective_employees/HowToApply.html.

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The University is committed to the principle of equity in employment
A more detailed job description may be obtained at www.sfu.ca/jobpostings