Orange Shirt Society

Contract Job Opportunity - Administrative Coordinator

The Orange Shirt Society is a fast-growing but young organization committed to supporting reconciliation through Orange Shirt Day events and other activities. We are seeking a professional to provide administrative, communications, and event coordination assistance for the organization. Duties include:

- Managing communications for the society, including email and correspondence
- Assisting with preparation of informational and communications materials
- Coordinating the development of resource kits for a variety of audiences
- Preparation of media and promotional materials
- Maintaining and updating website content
- Coordination and planning of annual Orange Shirt Day event
- Providing administrative support for and attending meetings of the Board of Directors

This is a part-time contracted position suitable for someone who can work independently from a home office. Hours of work will be approximately 15 hrs/month but will vary from month to month, depending on the activities of the society. Applicants should have strong interpersonal and written communication skills, excellent computer skills, flexibility and the ability to work with limited supervision. A solid understanding of First Nations history and culture, including the generational impacts of residential schools, and the principles of reconciliation are required.

We encourage Aboriginal applicants. For information about our organization please refer to our website www.orangeshirtday.org. The society is based in Williams Lake, so applicants should be prepared to attend meetings and organize events in our community.

Please submit a cover letter and resume, including references, to: info@orangeshirtday.org This position is open until filled, and applications will be reviewed on an ongoing basis until the position is filled.