Society of Translators and Interpreters of British Columbia
STIBC

Part-Time Administrative Assistant

Organization: Society of Translators and Interpreters of British Columbia
Reports to: Office Manager
Employment type: Part-time, 24 hours per week
Work arrangement: Fully on-site. Remote and hybrid arrangements will not be considered.
Start date: Mid-December 2026
Compensation: $25/hour

About the Role

S.T.I.B.C. is seeking a reliable, organized and personable Part-Time Administrative Assistant to support the Office Manager in coordinating day-to-day office activities. You will be the first point of contact for our members and the public, manage membership renewals and applications, support exam administration and events, and help produce social media posts and communications.

Key Responsibilities

- **Communication:** Act as the primary point of contact for members and the public, providing consistent information and assistance by phone and email.
- **Member Information Management:** Maintain and update the member database, ensuring accuracy and confidentiality.
- **Membership Coordination:** Process membership renewals and coordinate related communications. Book entrance exams (online or in person), coordinate marking, and send results to candidates.
- **Social Media and Marketing:** Assist in creating and executing social media campaigns under the direction of the Office Manager.
- **Event Coordination Support:** Assist in planning and promoting events (e.g., webinars and workshops).
- **Content Creation:** Collaborate with the Office Manager to create newsletters, blog posts and other written content that promotes the Society's activities, events and resources to members.
- **General Administration:** Perform other office administration duties as required or directed by the Office Manager.

Qualifications

Required

- Relevant experience in administrative and clerical work.
- Strong ability to multitask, prioritize and meet deadlines.
- Excellent written and verbal communication skills.
- Friendly, professional and upbeat demeanour.
- Strong attention to detail and a commitment to confidentiality.
- Comfortable learning and working with databases and online platforms.
- High school diploma or equivalent; post-secondary education in business administration or a related field is an asset.

Assets

- Graphic design and social media skills.
- Experience with membership or association management systems.
- Experience organizing events or webinars.
- Knowledge of the translation/interpreting field.

Working Conditions

- Must be legally entitled to work in Canada
- Part-time, 24 hours per week; schedule to be confirmed with the Office Manager.
- This position is fully on-site. Remote and hybrid work requests will not be considered.
- Standard office environment with regular phone, email and computer use.

How to Apply

Please submit your resume to office@stibc.org with **Administrative Assistant Application** in the subject by November 15. Only candidates selected for an interview will be contacted.

S.T.I.B.C. is an equal opportunity employer and welcomes applications from all qualified candidates. Accommodations are available upon request during the recruitment process.