Brandon & Area Suicide Prevention Implementation Network (SPIN)

Administrative Support – Position Description

The Brandon & Area Suicide Prevention Implementation Network (SPIN) is a network of community people working together to promote wellness and reduce the risk of suicide. SPIN is currently accepting applications from individuals interested in a term part-time Administrative Support position. Reporting to the executive of SPIN, the staff person should be passionate about SPIN’s goals and responsible for supporting SPIN’s Action Plan activities and priorities.

**Qualifications:**

* Grade 12 diploma or equivalent
* Related post-secondary education
* Experience with MS Word, Excel, Outlook and website maintenance (WordPress)
* Experience with promotion and social media marketing
* Strong organizational skills
* Ability to work independently and with a team
* Knowledge and experience with meeting coordination
* Strong interpersonal, verbal, and communication skills
* Ability to work flexible hours
* Current child abuse, adult abuse, and criminal record checks
* safeTALK, ASIST, or Mental Health First Aid training
* Must have cell phone and computer

**Duties**

* Create and distribute communication material
* Advertising and promotion of SPIN related activities/events
* Maintain and update website on regular basis
* Responsible for social media accounts
* Maintain inventory of resources and program materials
* Complete reports as assigned
* Check mail, email, telephone messages
* Attend monthly SPIN meetings and sub-committee meetings as needed
* Coordinating flow of information with SPIN members
* Assisting with event planning and registration
* Responding to inquiries for suicide awareness training
* Assist with financial tasks (paying bills, ordering supplies)
* Liaison with community agencies

*This position description is representative and may include other duties as assigned.*

Hourly wage: $20/hour (honourarium to be paid monthly)

Hours: approximately 8 hours per week but expected to be flexible with this

This is a 10 month term position – May 20, 2019 – March 31, 2020 with the exception of July

Cell phone, computer, and mileage reimbursement to be determined.

**Please submit resume with three references by May 10, 2019 to** **info@spinbrandon.ca**



“Spinning a Web of Support”

 [www.spinbrandon.ca](http://www.spinbrandon.ca)  spinbrandon  @brandon\_spin