

BRITISH COLUMBIA LAW INSTITUTE

1822 East Mall, University of British Columbia

Vancouver, British Columbia V6T 1Z1

Voice: (604) 822 0142 Fax: (604) 822 0144

E-mail: bcli@bcli.org

Web: www.bcli.org

June 12, 2013

Part-time position summary

General

- Reports to the Office Manager and provides support admin services and direct services when Office Manager not in office
- Times: 8 hours daily 3 days / week OR 6 hours daily 4 days /week, or equivalent
- Becomes knowledgeable of several functions

Responsibilities

- Bookkeeping using Quickbooks system
- Payroll
- General administration including answering emails, telephone, filing, reception, arranging travel
- Developing designs for publications and supporting publications
- Website support and maintenance
- Social media – maintenance and content publishing
- Events planning and management

The Office Manager also does library service and technology and hardware management. Contractor may be requested to assist.

Payment Terms

- Fixed term contract position per standard contract
- Initially \$1,700 per month. Payments are made on 15th of month and last day of month on basis of standard contract
- Additional time, if requested by Executive Director, will be paid at \$20 per hour.

Jim Emmerton, Executive Director
British Columbia Law Institute
Tel. 604 822 0145
Cell. 604 992 1744