



Courtenay
and District

Museum
& Palaeontology Centre

Corporate Assistant

Corporate Assistant is a summer position for a post-secondary student. Applicable fields of study for this position are: Administration and Business Studies, Tourism and Nonprofit Business, history and communications.

This position entails assisting staff with organization of society files, records, some archival work, daily administrative tasks related to membership and visitor services, and special events. Other related duties could include front desk support, and general assistance with receptions, set-up and organizational assistance for meetings and events.

Physical demands and capabilities: The CDM is a three-storey building. The person in this position will be required to work on all three work levels and be able to ascend and descend staircases numerous times per day. The CDM is not an optimum environment for people with allergies. Must be able to move document boxes, assist with cleaning work surfaces and spaces and assist with general everyday upkeep in offices, collections and public spaces. Must be able to climb ladders and reach overhead.

Weekend and holiday work required

This position will provide experience in developing the following skills: Client service, communication, digital skills, and leadership.

All individuals who are hired through the Canada Summer Jobs program work within a busy regional museum environment in which all team members: engage with the public, respond to requests for programs and booking, and work within a team environment and within situations that provide mentorship for future work and experiences.

We kindly request that interested applicants submit their resumes to the provided email address info@courtenaymuseum.ca. Thank you for your interest in this position.