SPCA HAMILTON/BURLINGTON

HUMANE EDUCATION ADMIN ASSISTANT

Position Summary:

Help our Educational programs run smoothly by working behind the scenes with our team.

Location

175 Longwood Rd S, Unit 400 (McMaster Innovation Park)

Time Commitment

We ask our volunteers to commit to a weekly shift of 3 hours on Mondays OR Wednesdays.

Tasks:

Assist in administrative tasks and duties. Tasks can include responding to emails, coordinating group visits & bookings, marketing Humane Education programs & events, working in Canva, Outlook, and other Office365 programs.

Skills:

Strong communication skills and strong computer skills are a must, experience working in Canva preferred. Any experience with project planning/coordinating and education would be the best!

APPLY HERE