



# Lillooet Friendship Centre Society Job Posting

## Employment Opportunity: Strategic Planning Assistant

The Strategic Planning Assistant is responsible for assisting in the development of a formal strategic planning document for the organization. The Assistant, under the direction of the Program Coordinator, will organize planning sessions, focus groups and staff and board training sessions, participate in the analysis of the current direction of Lillooet Friendship Centre Society and assist in developing documentation of the short- and long-term goals of the organization. Wage is \$20.00-\$25.00 hour to be negotiated based on experience. Full time 35 hours per week. Term with expectation completion date of March 31, 2025

### REPORTS TO: TBD

### CORE COMPETENCIES

- Accountability
- Analytical Thinking
- Communication
- Critical Thinking
- Organization
- Organizational and Environmental Awareness
- Problem Solving
- Results Orientation
- Strategic Thinking
- Teamwork

### DUTIES & RESPONSIBILITIES:

- Plan and book spaces and catering for focus group events, facilitated trainings and other events as required
- Participate in strategic planning review with the strategic development team
- Coordinate the collection and
- Analyze external trends, determining things that may affect the strategic plan of Lillooet Friendship Centre Society
- Monitor the business trends of the organization to determine what areas of the current strategic plan are strong and what areas need to be improved upon
- Assist the design, development, implementation, and oversight of strategies for the organization
- Assist in the development of communication methods to educate employees on programs and initiatives that will be implemented for organizational health
- Track strategy implementation through a variety of reporting processes
- Any other duties as assigned

### QUALIFICATIONS / EXPERIENCE:

- BACHELOR'S degree in a related business field preferred
- Minimum of 5 years of work experience in administration
- Demonstrated ability to meet strategic objectives for the organization
- Demonstrated ability to manage the core processes of an organization
- Proven project management skills required
- Ability to make sound business decisions and evidence-based recommendations
- Ability to attend and conduct effective presentations
- Thorough knowledge of the methods and procedures used in successful strategic organizational growth



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- Effective communication skills with individuals at all levels of the organization
- Effective written and verbal communication skills
- Computer literacy, including effective working skills of MS Word, Excel, PowerPoint, Adobe products, Canva and e-mail required
- Ability to build and maintain lasting relationships with outside facilitators and consultants, key community members, and employees
- Demonstrated ability to have a positive impact on organizational results
- Facilitation and Presentation skills and experience
- Excellent communication and networking skills
- Must have a valid BC Drivers' License and reliable transportation
- Must maintain professional conduct and adhere to the Lillooet Friendship Center Society's Code of Ethic
- Must be bondable and submit to and clear a Criminal Record Check.

### WORKING CONDITIONS

- Travel may be required
- Willing to consider hybrid/partial work from home, however, Assistant will be expected to attend meetings and trainings on a regular basis in Lillooet
- Manual dexterity required to use desktop computer and peripherals
- Overtime as required

Submit Resume and Cover Letter in person or by email

Lesley Provost

Executive Assistant

[executiveassistant@lfcs.ca](mailto:executiveassistant@lfcs.ca)

737 Main Street

Lillooet Friendship Centre Society

Closing Date: Until Filled