Part-Time Administrative Assistant

Royal Canadian Legion Branch 605 · St. George, Ontario

Location: 9 Main Street North, St. George, ON N0E 1N0

Position type: Part-time

Schedule: Flexible hours, including occasional evenings or weekends to support meetings and events

About Us

Royal Canadian Legion Branch 605 is a community-focused organization dedicated to supporting and honouring Veterans, promoting Remembrance, and providing essential services and activities in St. George and the surrounding community.

The Opportunity

We are seeking an organized, dependable, and friendly Part-Time Administrative Assistant to support the day-to-day administration of the Branch. Reporting directly to the Branch President, the successful candidate will also work under the direction of the Branch Treasurer on accounting procedures and financial statement production, and the Branch Secretary on secretarial procedures, record keeping, and external correspondence.

Key Responsibilities

- **Communications:** Respond to inquiries and prepare correspondence, meeting documents, and reports.
- **Records and Supplies:** Maintain confidential records, membership information, filing systems, and office supplies.
- **Scheduling and Events:** Coordinate meetings, hall rentals, and Branch events.
- **Financial Administration:** Handle bookkeeping, payroll, deposits, remittances, and financial reporting under the Treasurer's direction.
- **Executive Support:** Support the Branch Executive and perform related duties assigned by the President. Provide clerical support to Branch committees only when all three conditions are met: the President specifically directs the work; no alternative arrangements are possible; and the Administrative Assistant's primary responsibilities take precedence.

Qualifications

- **Legion Knowledge:** Know how the Royal Canadian Legion operates, including its bylaws and regulations at branch, provincial, and command levels.
- **Legal and Regulatory Knowledge:** Understand the laws and regulations that apply to Branch activities, including lotteries, workers' compensation, employment insurance, retail sales tax, employer health tax, Canada Pension Plan (CPP), income tax, GST/HST, insurance, bonding, payroll, records retention, and alcohol and gaming requirements.
- **Accounting and Computer Skills:** Be skilled in accounting principles and computer systems for keeping financial and administrative records. Be comfortable using Microsoft Word, Excel, Outlook, email, and shared digital files.
- **Administration and Organization:** Have general office administration experience in an organization whose members pay dues. Be able to plan and organize daily work, set priorities, and meet deadlines.
- **Communication and Confidentiality:** Pay close attention to detail, communicate clearly and courteously in writing and conversation, and use sound judgment when handling private and confidential information.

What We Offer

- A welcoming, community-oriented workplace.
- Flexible part-time scheduling.
- The opportunity to contribute to an organization that supports Veterans and the local community.

Compensation and Hours

Hours and compensation will be discussed with shortlisted candidates and will reflect the successful applicant's experience and availability.

How to Apply

Please email your résumé and a brief cover letter to **rclbranch605@gmail.com** with the subject line **Part-Time Administrative Assistant Application**. Applications will be reviewed as received, and only candidates selected for an interview will be contacted.

Royal Canadian Legion Branch 605 welcomes applications from qualified candidates and is committed to a respectful, inclusive selection process. Accommodation is available upon request during the recruitment process.

Everyone is welcome at the St. George Legion.