



Now Accepting Applications: LBA Administrator

The Ladner Business Association (LBA) is a member-based, volunteer-driven organization that fosters a positive business climate, engages in community, maintains relationships with local government and promotes Ladner. The association hosts regular meetings and events for its members and it organizes and hosts three major community events every year (Easter Parade, Quilt Walk and Car Show and the Christmas in the Ladner Village).

The LBA Administrator works alongside the president and the executive conducting all administrative duties on behalf of the organization as well as planning and implementing all LBA communication.

The position requires:

- Attending all LBA weekly meetings, monthly executive meetings and evening networking events and, as required, special event committee meetings.
- Availability throughout the week to address association business in a timely manner.

Administration:

- Prepare and distribute agendas; record and distribute minutes
- Handle all mail and email
- Draft correspondence
- Process invoices
- Liaise with the bookkeeper

Membership:

- Oversee and implement membership services in conjunction with the Membership Committee which includes being the first point of contact, responding to enquires, and promoting LBA membership to the broader community.

Communications:

- Oversee all communications with members; update website weekly; send electronic updates to members; monitor and post to LBA's social media channels to promote meetings, events, news, etc.; and more.

Ladner Business Association

PO Box 15 STN Main

Delta, BC V4K 3N5

www.ladnerbusines.com

**Events:**

- Serve as the coordinator of the annual Quilt Walk and Car Show, attending committee meetings and assisting with administration and more as required.
- Assist with other events as necessary.

Requirements:

- Good writing and organizational skills
- Working knowledge of social media and websites (some training is provided)
- Working knowledge of Microsoft Word and Mailchimp
- Dependable, committed and professional

Assets:

- 2 to 3 years of administrative and/or business development experience
- Lives in South Delta and understands the importance of local business
- Familiar with the challenges and opportunities that face Ladner's business community

Hours:

- The hours are flexible, requiring approximately 30 hours per month
- Able to dedicate concentrated time in the summer in preparation for the Quilt Walk and Car Show
- Must attend weekly meetings (Thursdays, 8 to 9 am), monthly executive meetings (2nd Wednesday, 7:45 to 9 am), evening and weekend events as required.

To apply, please send cover letter and resume to info@ladnerbusiness.com no later than Friday, April 22, 2016.

Thank you for your interest in the Ladner Business Association. Only candidates who qualify for an interview will be contacted.