



TITLE: Operations Assistant

TYPE: Part-time permanent (3 days/week)

WAGE: \$32 - \$35 per hour (depending on experience) + 4% vacation pay

ACCOUNTABILITY: Executive Director

NATURE AND SCOPE: Under the direction of the Executive Director, the Operations Assistant will support all administrative and operational workings of Hospice Northwest Services. This role will include maintaining accurate financial records, processing invoices and payments, track spending, assisting in budget preparation and reporting, data entry, meeting minutes, and supporting the Executive Director and Board of Directors.

Qualifications:

- Diploma in Human Resources, Finance, Administration Management, Business or a related field
- Relevant educational and/or work experience of 1-2 years minimum
- Experience in administration and record keeping and proficiency in QuickBooks is considered a strong asset

Skills & Abilities:

- Exceptional attention to detail
- Organizational skills
- Proficiency and knowledge in Microsoft Office
- Strong note taking skills
- People skills, high degree of flexibility and excellent multitasking abilities
- Experience working on projects with timelines
- Strong verbal and written skills
- Strong administrative and financial skills to support a fast-paced and dynamic environment

Responsibilities include:

Administration:

- Data Entry and Statistical record keeping
- Staff meeting minutes (weekly)
- Office supplies and equipment inventory and ordering

Financial Support:

- Invoicing and payments
- Monthly visa reconciliation and bank account reconciliation
- Bank deposits

Board of Directors and Executive Director Support:

- Take minutes of the Board meetings (monthly)
- Assist in agenda preparation
- Send out board package
- Maintain the policy monitoring schedule
- Support to the Executive Director for hospice meetings with community partners and external groups
- Support as needed to the Executive Director

Other:

- Special events assistance & support
- Other duties as required

Performance Review: A performance review will be held at 3-month probation period, and on an annual basis. The process will include an opportunity for the Operations Assistant to request changes to the job description or identify requests for training. Any adjustments to the wage will be made following this Review.

Communications/Code of Conduct: That client focused palliative care provision requires healthy working relationships among all staff and volunteers, is a fundamental operating principle of Hospice Northwest. All staff will be responsible for maintaining positive and mutually supportive relationships within a professional environment.

All staff and volunteers are responsible for exercising strict standards of confidentiality related to all client, volunteer and staff information.

Applications for this position must include a resume and cover letter sent to:
info@hospicenorthwest.ca

Application deadline: Tuesday, June 16, 2026, at 5pm