



Job Title	Administrative Assistant
Employment Type	Temporary, Full-Time — Canada Summer Jobs
Term	8 weeks
Hours per Week	35 hours/week
Wage	\$18.85 - \$21.00/hour
Location	Port Alberni, BC (in-person)
Start Date	May / June
Application Deadline	May 1, 2026 at 4:00pm

The Alberni Valley Chamber of Commerce is the regional voice for business, a membership-driven, not-for-profit organization registered under the Federal Board of Trade Act. We provide leadership, advocacy, services, and information to businesses and the community, with a vision to make the Alberni Valley a vibrant and prosperous place to live, work, and invest. Guided by an elected Board of Directors, we operate the Port Alberni Visitor Information Centre and McLean Mill National Historic Site under contract, and we are proud affiliates of the BC Chamber of Commerce and the Canadian Chamber of Commerce. Our work spans business support, government advocacy, tourism stewardship, and community connection.

Eligibility

- be between 15 and 30 years old at the start of their summer job
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the job and
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
 - This includes having a valid Social Insurance Number at the start of their summer job

Tasks & Responsibilities

Administrative & Office Support

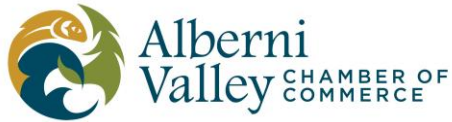
Provide day-to-day administrative support to ensure smooth operations for Chamber programs, staff, and committees.

- Assisting with scheduling, preparing agendas, taking clear meeting notes, and tracking follow-up actions.
- Preparing correspondence, templates, and basic reports using established formats and guidance from supervisors.
- Supporting data entry into Chamber systems such as membership records, event registrations, and business directories.
- Maintaining organized office workflows, supply lists, and shared workspaces.

Bamfield Chamber of Commerce Support

Provide practical administrative support to the volunteer-run Bamfield Chamber of Commerce during increased visitation and post-wildfire recovery. Tasks include:

- Organizing business resources, visitor information, and communication materials for Bamfield operators.



- Supporting email management, document preparation, and digital file organization for the volunteer board.
- Assisting with logistics for business outreach, surveys, and engagement sessions, including compiling information and preparing summaries.
- Preparing simple reports or information packages that help the Bamfield Chamber make informed decisions.
- Ensuring materials shared with Bamfield operators remain up-to-date, accurate, and accessible.

Digital Tools, Technology & AI Skill Development

Work with staff to build confidence in digital literacy, technology platforms, and foundational AI skills. Tasks include:

- Learning and supporting the Chamber's digital tools (CRM, cloud storage, survey software, email marketing systems).
- Assisting with data cleanup and tagging to strengthen the accuracy of member and business information.
- Using AI tools for entry-level tasks such as drafting or improving written content, organizing information, or creating simple templates—with supervision and review.
- Helping maintain online resources, including website updates, business listings, and visitor information pages.
- Applying safe and ethical digital practices, including basic cybersecurity and information-handling guidelines.

Visitor Services & Community Information Support

Support the Visitor Centre team by preparing accurate, visitor-facing information. Tasks include:

- Helping maintain brochures, business listings, travel updates, and community resource materials.
- Preparing updated information for both Port Alberni and Bamfield visitors, especially relating to changing routes, seasonal attractions, or wildfire recovery information.
- Assisting with organizing visitor materials to ensure they remain clear, welcoming, and easy to access.

What We're Looking For

Required

- Strong written communication skills in English.
- Experience using social media platforms (Instagram, Facebook, LinkedIn).
- Comfortable working with digital tools and learning new software quickly.
- Organized, self-directed, and able to manage multiple tasks.
- Positive and professional approach to community engagement and customer service.

Assets

- Experience with graphic design tools such as Canva or Adobe Express.
- Familiarity with AI-assisted content tools.
- Knowledge of or experience working with Indigenous communities or organizations.
- Experience with email marketing platforms (e.g., Constant Contact).
- Familiarity with the Port Alberni and Alberni Valley community.



Working Conditions

The Chamber of Commerce and Visitor Centre is open 7 days per week in July and August, and five days per week in the shoulder and winter seasons. The successful candidate should be available to work outside regular hours on occasion for events, membership meetings, and community activities. Scheduling is discussed collaboratively with the team.

This role involves regular computer and desk work. Some light physical tasks may be required, including occasional lifting of supplies or brochures (up to approximately 20 lbs). The work environment is fast-paced during the summer season and involves regular interaction with the public, community partners, and business members.

Our Commitment to Equity, Diversity & Inclusion

The Alberni Valley Chamber of Commerce is committed to building a team that reflects the diversity of the communities we serve. We welcome and encourage applications from Indigenous peoples, racialized persons, persons with disabilities, women, and members of the 2SLGBTQ+ community. We are dedicated to fostering a workplace that is culturally safe, respectful, and inclusive for all.

Accommodations

Accommodations are available at any stage of the recruitment and hiring process. If you require support or have accessibility needs, please contact us at jolleen@albernichamber.ca and we will work with you to ensure a barrier-free experience.

How to Apply

Please submit your résumé, cover letter, and two references to:

Alberni Valley Chamber of Commerce

Email: jolleen@albernichamber.ca

Subject line: Administrative Assistant — [Your Name]

Applications will be accepted until May 1, 2026 or until the position is filled. We thank all applicants for their interest; only those selected for an interview will be contacted.

The above is not an exhaustive list of duties. You will be expected to perform different tasks as necessitated by your changing role within the organization and the overall business objectives of the organization.