

## Positions we could use your help with now!

### Inventory Manager

A successful inventory manager is a reliable professional with excellent record-keeping abilities. They possess great attention to detail and a business mindset.

The goal is to ensure that all business operations have adequate material to achieve their objectives.

#### Responsibilities

- Devise ways to optimize inventory control procedures
- Devise system to maintain inventory in warehouse
- Collaborate with staff to ensure inventory stays accurate

Time: 5-10 hours per week at first until system is created, then 5 hours per month.

### Auditor

Protects assets by planning and completing financial audits; identifying inadequate, inefficient, or ineffective internal controls; recommending improvements.

#### Responsibilities

- Plans and completes financial audits for WCHFH
- Verifies assets and liabilities by comparing and analyzing items and collateral to documentation.
- Completes audit work papers and memoranda by documenting audit tests and findings.
- Provides financial control information by collecting, analyzing, and summarizing data and trends.
- Protects organization's reputation by keeping information confidential.

Time: 5 hours per month

### Event Planning Assistant

We are looking for a successful and enthusiastic event planner to produce events from conception through to completion. Event coordinator responsibilities

include providing outstanding customer service and organizing memorable events that meet quality expectations.

### Responsibilities

- Event planning, design and production while managing all project delivery elements within time limits
- Propose ideas to improve provided services and event quality
- Organize facilities and manage all event's details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material etc
- Ensure compliance with insurance, legal, health and safety obligations
- Cooperate with marketing and PR to promote and publicize event
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day
- Conduct pre- and post – event evaluations and report on outcomes

Time: 10-30 hours per event

### **Current Events we hold:**

Crossfit competition

Annual Gala

Mud Run 5k

Pizza Inn Night

Lego Build

Skate Night

Gingerbread Build

### **Administrative Assistant**

Ultimately, a successful Admin Assistant should ensure the efficient and smooth day-to-day operation of our office.

### Responsibilities

- Answer and direct phone calls

- Organize and schedule appointments
- Write and distribute email, correspondence memos, letters, faxes and forms
- Maintain a filing system
- Maintain office policies and procedures
- Act as the point of contact for internal and external clients
- Work along with Development Director to handle requests and queries from Board

Time: 4-8 hours per week