



**Position:** Administrator

**Start Date:** July 16, 2018

**Location:** Home office

**Time Zone:** Pacific Standard Time

**Contact:** Melanie Osmack, director of Fit 4 Two® [melanie@fit4two.ca](mailto:melanie@fit4two.ca)

**We are seeking a detail-oriented, efficient administrator with excellent communication skills and a growth mindset.** This is a part-time, work from home position so it requires excellent organizational skills. Our administrator needs to be comfortable learning and using a variety of online programs and applications and be proficient with common administrative software such as Microsoft Office, Dropbox and Google. This is an excellent opportunity for someone who enjoys stretching their skills, creating systems, and problem-solving.

### **Responsibilities**

- Managing student records and troubleshooting for instructor training courses on [www.skyprep.com](http://www.skyprep.com)
- Processing students' renewals of their annual certification
- Responding to and triaging emails on an Instructor Training Gmail account.
- Basic website data entry and recordkeeping using Excel spreadsheets
- Newsletter and form administration using [www.constantcontact.com](http://www.constantcontact.com), [www.wufoo.com](http://www.wufoo.com) and [www.zapier.com](http://www.zapier.com)
- Administrative tasks as required for the Director including scheduling, organizing tasks, editing and creating documents, correspondence, research and other needs.

### **Assets**

- Previous administrative experience required.
- Diverse interests and skillsets – such social media marketing, health and fitness research, coding, fitness programming, and more.
- Interest in prenatal or postnatal fitness

### **Equipment Requirements**

- Computer in good working order
- Internet
- Microsoft Office (Word, Excel, Power Point, Outlook)

**Hours:** 4-10 hours/week. These hours must take place over 2 weekday shifts with at least one day in between. Ex. Tues/Thurs. Shifts are task dependant so can be 2-4 hours. These shifts can be day or evening but daytime is preferred.

**Wage:** \$20/hour during 3 month probation. \$22/hour after 3 month probation.

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**Benefits:**

- Paid training and 4% vacation pay
- Complimentary tuition for any of our online courses.
- A flexible schedule
- A position adaptable to your interests/skillsets

**Training Period and Schedule Month One:**

Initial Training will take place 5pm-9pm two evenings the week of July 16, 2018 at Langara College. This training will be lead by our current administrator.

Shifts will be Tues/Thurs 5:00pm-8:00pm July 24, 26, 31, and Aug 2. This allows for our current administrator to mentor you.

Starting the week of August 6 you will begin your agreed upon schedule reporting directly to the director.

**To apply for this position**

Please send your resume and cover letter to [melanie@fit4two.ca](mailto:melanie@fit4two.ca) attention Melanie Osmack