



OFFICE ASSISTANT

ROLES AND MISSION: The office assistant is responsible for providing support to CPAWS Ottawa Valley staff with a variety of general office duties.

RESPONSIBILITIES:

- Various administrative tasks such as photocopying, labeling etc.
- Sending out information packages
- Updating information materials
- Maintaining filing system
- Inputting data into database
- Communicating with members

SKILLS REQUIRED:

- Office 2000: Access, Excel and Word
- Office experience
- Bilingualism an asset

TIME COMMITMENT/WORK SCHEDULE: $\frac{1}{2}$ day to full day a week. Must be during regular business hours. Days and hours are flexible.

CPAWS MISSION:

CPAWS is Canada's grassroots voice for wilderness. Our mission is to establish new parks protected areas, and make sure nature comes first in their management. Since 1963, CPAWS has played a key role in saving over 300,000 sq.km. of Canada's spectacular wildlands. Built from the ground up, we have ten chapters across the country, where people passionate about nature can get actively involved. The Ottawa Valley/Outaouais Chapter was founded in 1969 when a group of people organized to oppose large scale development plans for Gatineau Park in the Outaouais. The Gatineau Park we know today is very much a result of their vision and activism. Our most recent success was a collaborative campaign with other environmental organizations in Ontario on the government's so-called "Lands for Life" land use plan. Our two years of work in mobilizing citizen action contributed directly to a government decision to designate 24,000 Km² of new provincial parks and conservation reserves.