



About VBIS

At the Victoria Brain Injury Society (VBIS), we provide compassionate, empowering support to survivors of brain injury and the people who care about them. Our team is dedicated to creating a welcoming, inclusive environment where collaboration, empathy, and respect guide everything we do.

Who We're Looking For

We're not searching for the *perfect* candidate—we're looking for the *right* person. Someone who connects with our values, appreciates being part of a supportive workplace, and is excited to contribute to a not-for-profit organization making a real difference in our community. If you bring a positive attitude, a willingness to learn, and a commitment to helping others, we'd love to hear from you.

Job Title: Administrative Assistant

Location: Langford Office – 2780 Veterans Memorial Parkway

Employment Type: Full-time – 30 hours per week (Monday through Thursday)

Closing Date: Friday, February 20, 2026

Wage: \$27.50 per hour

Key Responsibilities

Manage daily office operations, including scheduling and correspondence.

Prepare and edit documents, reports, handbooks and presentations.

Coordinate meetings, groups and event logistics.

Maintain accurate records and databases.

Provide general administrative support to team members and management.

Work with our marketing team on newsletters and content.

Light cleaning duties as needed.

Serve as a friendly face to the organization.

Welcome clients to the office and be available to answer questions support volunteers, practicum students, and program attendees as needed.

Qualifications

Proven experience in an administrative or office support role.

Strong organizational and time-management skills.

Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).

Excellent written and verbal communication skills.

Ability to handle confidential information with discretion.

Experience working with vulnerable populations an asset.

Comfortable working compassionately with people in crisis.

What We Offer

Competitive salary and benefits package.

Opportunities for professional growth and training.

Free parking.

A friendly, inclusive, and supportive work environment.

How to Apply

Please send your resume and a cover letter to sharlene@vbis.ca with the subject line: *Administrative Assistant Application* – Applications will be reviewed on a rolling basis closing February 20, 2026 at 3pm.