

Job Posting

ADMINISTRATIVE ASSOCIATE

Position Overview

Renewal2 Investment Fund (www.renewal2.ca), a social venture capital fund based in Vancouver, is seeking a part-time Administrative Associate to start in early January 2010. This is an opportunity to work in a small, dynamic, and values-based team and interact with mission-based investors and entrepreneurs across North America.

Duties

- Organizing travel, booking meetings and updating contact databases for team members
- Supporting sales and relationship management activities using a Salesforce CRM
- Managing investment filing and legal document tracking
- Assisting with the creation of PowerPoint presentations
- Assisting with written communications (e.g. newsletters, investor updates)
- Updating the Renewal2 website (e.g. blog postings, event updates)
- Organizing and managing Renewal2 conference calls and special events

Skills and Experience Required

- Strong organizational skills and the ability to balance multiple priorities
- Proficiency in full Microsoft Office suite (including Excel)
- Excellent written and oral communications skills
- Experience using Salesforce CRM is a plus

Job Profile

- 6 month part-time contract
- 20 hours per week (preferably 4 hours/day for 5 days per week but can be flexible for the right candidate)

How to Apply

Please submit a resume and cover letter explaining why you would like to work with Renewal2, including a summary of your qualifications for the position and previous experience, to:

Nicole Bradbury, Vice President
nicole@renewal2.ca

Subject Line: **"Your Name – Administrative Associate application"**

Application Deadline: **Monday, December 14, 2009**

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