

JOB DESCRIPTION



greater victoria
coalition to end
homelessness

hope has found a home

TITLE: Administrative Coordinator
LOCATION: Victoria, BC
TERM: Temporary Part-time (21 hours/week) to March 31, 2021
WAGE: \$24-\$27 per hour

OVERVIEW

Who We Are

The Greater Victoria Coalition to End Homelessness (GVCEH/Coalition) was formed in 2008 with a mission to end homelessness in the capital region. The Coalition's activities centre around funding effectiveness, system effectiveness, inclusiveness, evidence-based reporting, and building capacity. As a "backbone" organization, the Coalition facilitates information sharing, relationship building, and strategic planning to ensure the collective efforts of stakeholders are making the greatest possible difference.

Who You Are

You seek meaningful work surrounded by people who are passionate about homelessness from a rights-based perspective. You are values-driven and outcome oriented, thriving in a collaborative environment in which diverse stakeholders work toward a common goal. You have strong organization and communication skills and move quickly from broad concepts to practical, actionable steps and clear deliverables.

Why Choose Us

- Growth Opportunities – We encourage ongoing professional development
- Employee Support – We are leaders in responsive employee support options, including for contract and part-time employees
- Flexible Work Schedule – We offer the option to work remotely or to vary your work schedule when needed
- Collaborative and Inclusive Work Environment – We work together
- Great Location – We are in downtown Victoria and work across the region

JOB SUMMARY

Administrative Coordinator

This position supports the work of the Greater Victoria Coalition to End Homelessness and reports to the Executive Coordinator. This position is responsible for:

- Supporting the Executive Coordinator.
- Supporting the Director of Finance.
- Supporting Program and Project staff.

Specific Responsibilities:

Overall this position manages the smooth operation of a busy office, ensuring project, program and leadership staff have the equipment, supplies and information they need. This involves preparing for and meeting weekly, monthly and annual deadlines.

Supporting Executive Coordinator: 50 %

- Coordinate tools that facilitate smooth communication among project activities, such as organizing Sharepoint into commonly accessible files, use of zoom videoconferencing and Adobe Acrobat and Cloud.
- Develop and maintain expertise in Microsoft Office Suite, including Microsoft Teams, helping staff to use these tools effectively.
- Maintain electronic and paper files, including asset lists and committee contact lists.
- Maintain positive working relationship with vendors, working with them to ensure cost effective purchasing and maintenance.
- Keep office supplies, hard assets of technology and furnishings up to date.
- Troubleshoot issues with cell phones, laptops, software assessing and resolving concerns in an efficient and cost-effective manner.
- Answer the general office phone, referring callers to the best resource either internally or to housing and services partners.

Supporting the Director of Finance: 30 %

- Ensure invoices and staff expenditures are received and paid in a timely manner.
- Follow record-keeping and notification procedures as agreed with the Director of Finance.
- Maintain and reconcile petty cash.
- Receive the mail, deposit cheques on a timely basis.

Supporting Programs and Projects: 20%

- Facilitate ongoing and emerging internal and external collaborations, working group and committees of the Greater Victoria Coalition to End Homelessness.
- Assist with meetings by taking minutes and/or group facilitation as requested.
- Train staff in use of office electronic tools such as Outlook and Sharepoint.
- Coordinate events as requested.

EDUCATION & TRAINING

- Degree, diploma in Business Administration, Office Administration, Public Administration or an equivalent combination of experience, education and training.
- In-depth knowledge and understanding of Microsoft Suite (Word, Excel, Power Point),
- Extensive knowledge of Microsoft Cloud: Outlook, Sharepoint and related features.
- Knowledge of Adobe Cloud.
- Keyboarding skills.
- Class 5 Driver's License.

WORK EXPERIENCE

- Minimum one year as a generalist in office administration.
- Experience in the not-for-profit sector, especially in the Greater Victoria area is desired.
- Understanding of social issues such as homelessness, mental health and addictions in all age groups is desired.
- Experience in working with groups, facilitating discussions and taking minutes is desired.

Must possess the following enabling competencies:

- Ability to **think critically**.
- Ability to **take initiative**, including to set achievable objectives; maintain a positive outlook; and take responsibility.
- Ability to understand core **interpersonal** practices and approaches to successfully facilitate, negotiate, and manage internal and external relationships.
- Ability to **communicate** through a balance of listening and talking; must speak and write clearly and accurately.
- Ability to understand how decisions affect the bottom line (**financial acumen**), including a familiarity with general financial and accounting principles and practices.
- Able to travel outside the office locally to go to the bank, buy supplies and visit partner locations.

**Please submit your resume and cover letter via email to:
admin@victoriahomelessness.ca**

