

JOB DESCRIPTION



TITLE: Administrative Coordinator
LOCATION: Victoria, BC
TERM: Full Time Permanent, Monday-Friday
WAGE: \$50,000-\$60,000 per annum

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 in the region are making the greatest possible difference.

Who You Are

You are a senior Administrative Professional with a wide range of office skills who can handle diverse responsibilities in an intense and fast-paced environment where priorities can change quickly.

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
- Flexible Work Schedule – We offer the option to work remotely on occasion or to vary your work schedule when needed
- Collaborative and Inclusive Work Environment – We work together
- Competitive Leave and Benefits Package
- Great Location – We are in downtown Victoria and work across the region

JOB SUMMARY

Administrative Coordinator

This position reports to the Executive Director, supports the Board of Directors, as well as the Director of Finance and Program and Project staff. This is a small office comprised of specialized staff of 9 full-time professionals, and numerous casual 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 Director: 30 %

- Maintain the Executive Director's calendar, resolving any overlapping or conflicting requests for appointments. Prepare emails and letters to funders, stakeholders and partners as needed.
- Manage meetings of the Board of Directors and their sub-committees, Steering Committee and other stakeholder committees chaired by the Executive Director: with direction: prepare agenda and support documentation; manage Outlook calendar invitations; set zoom meetings; attend and record meetings; prepare and distribute meeting minutes.
- Provide support in Human Resources: on/off-boarding staff, maintaining confidential staff files, ensuring new staff have the equipment and resources as needed.
- Prepare employment offer letters, contractor purchase orders and assist with termination letters as required.

General Office, Programs and Projects Support: 50%

- 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.
- Troubleshoot issues with cell phones, laptops, software assessing and resolving concerns in an efficient and cost-effective manner.
- Keep office supplies, hard assets of technology and furnishings up to date.
- 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.
- 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.
- Answer the general office phone, referring callers to the best resource either internally or to housing and services partners.

Supporting the Director of Finance: 20 %

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

QUALIFICATIONS

Required:

- Degree, diploma in Business Administration, Office Administration, Public Administration or an equivalent combination of experience, education and training.
- Minimum of 5 years experience in office administration.
- 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/Acrobat, Zoom, and related software vendors and applicability.
- Class 5 Driver's License.
- Awareness of the issue of homelessness.

Desired:

- Experience in working with groups and facilitating discussions.
- Experience in the not-for-profit sector, especially in the Greater Victoria area.
- Understanding of social issues such as homelessness, mental health and addictions in all age groups.

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 by end-of-day January 24, 2021.