

## JOB DESCRIPTION



greater victoria  
coalition to end  
homelessness  
**hope has found a home**

**TITLE:** Administrative & Business 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 & Business 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 information, reports, equipment and supplies they need. This involves preparing for and meeting weekly, monthly and annual deadlines.

**Supporting Executive Director: 30 %**

- 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.
- Business Coordination: Responsible for developing Business Plan documents, Interim Reports, and PowerPoints for presentation by this position and the Executive Director to the Board and/or stakeholders.
- 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.
- 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.

**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 buy supplies and visit partner locations; attend some evening meetings.

## YOUR APPLICATION

### Required:

- Cover Letter and Resume in one PDF document; Pdf format only.
- Clearly identify details of your experience with
  - support to executive and board
  - MS 365; MS Office features: Outlook; SharePoint Excel; OneNote, OneDrive.
  - Preparation of reports and minutes.