

JOB DESCRIPTION

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



greater victoria
coalition to end
homelessness
hope has found a home

OVERVIEW**Who We Are**

The Greater Victoria Coalition to End Homelessness (GVCEH) was formed in 2008 with a mission to end homelessness in the capital region. The GVCEH's activities centre around funding effectiveness, system effectiveness, inclusiveness, evidence-based reporting, and building capacity. As a “backbone” organization, the GVCEH 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 the ability to balance multiple priorities and deadlines in a fast-paced setting. You possess a willingness to be flexible and courteous to all staff, volunteers, donors, and other community members

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 partners 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 Finance and Administration Officer, Program and Project staff. This is a small office comprised of specialized staff of 6 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 and Board of Directors: 40 %

- Manage meetings of the Board of Directors and their sub-committees, Youth Task Force, Health and Housing Steering Committee and other committees Co-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
- Maintain the Executive Director's calendar, including adding events, rescheduling appointments, resolving any overlapping or conflicting requests for appointments and providing weekly briefings
- Prepare emails and letters to funders, community partners as needed
- Posses or develop familiarity with Board governance, Robert's Rules of Order and BC Societies Act
- Draft confidential internal documents and various internal memoranda. Maintains professionalism and strict confidentiality of all materials and communications.
- Communicate directly, and on behalf of the Executive Director, with Board members, donors, and others, on matters related to the Executive's priorities.

Human Resource Management: 10%

- Provide support in Human Resources: on/off-boarding staff, maintaining confidential staff files, ensuring new staff have the equipment and resources as needed
- Support for and training for staff on staff in use of office electronic tools such as Outlook and SharePoint or other office programs as required

Special Projects Coordination and Management 10%

- Oversight and management of special projects, staff, events and activities as designated by the Executive Director or senior management team. Eg) Advocacy and Awareness Education Events

General Office, Programs and Projects Support: 20%

- 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
- Implementing and maintaining procedures/office administrative systems
- 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.
- Answer the general office phone and email inquiries from website , referring inquiries to the best resource either internally or to housing and services partners
- Planning and organizing events that take place internally and externally, such as AGMs, Staff Retreats, in person meetings with external partners and Strategic Planning Sessions
- Supports the maintenance of GVCEH membership records and database
- Ensure health and safety policies are up to date and office is compliant with WorkSafe BC regulations and Employment Standards Act and provide guidance to staff for any workplace incidences and subsequent paperwork or investigations
- Schedule staff meetings and create agenda

Supporting the Finance and Administration Officer: 20 %

- Ensure invoices 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.
- Monitor renewals and pay for relevant software subscriptions
- Manage Administration budget
- Reconcile monthly staff Corporate credit card statements
- Participates in the recruitment and selection of employees by performing duties such as advertising job vacancies, screening resumes, booking interviews for hiring committee, checking references
- Follow fiscal records retention guidelines annually
- Support financial activities such as Accounts Receivable and Accounts Payable including working with the Finance and Administration Officer to provide receipts, , generate cheques and pay invoices
- Work with the Finance and Administration Officer to ensure staff are aware of and following important processes and policies, (including vacation tracking, expense submissions, etc.)

QUALIFICATIONS

Required:

- Degree, diploma in Business Administration, Office Administration, Public Administration or an equivalent combination of experience, education and training
- Minimum of 3 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
- Governance knowledge
- Executive level support

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

Please send resume and cover letter to careers@victoriahomelessness.ca