

JOB SUMMARY:

The administrative coordinator will provide general office management and administration support including volunteer coordination, data and physical space management and reception.

- Full-Time, Salary Range \$24-30/hr for 35-hours/week
- Generous vacation and sick time benefits
- Flexible-Work Options Available
- Position is located at the main office in Burnaby, BC
- We believe that systemic oppression has disproportionately hurt the most marginalized people in society, including people of color, people from working class backgrounds, women, and LGBTQ2SI+ people. Because we believe that these communities must be centered in the work we do, we strongly encourage applications from people with these identities, or who are members of other marginalized communities.

VISION STATEMENT:

Communities where all families and children are empowered and valued.

ACCOUNTABILITY:

Accountable to PSS Society, funders, volunteers, colleagues, program participants and community partners. Reports directly to the Executive Director and secondly to program managers.

QUALIFICATIONS, SKILLS AND EXPERIENCE:

- Relevant diploma and minimum 2 years' experience at executive assistant level;
- Thorough understanding of office procedures, equipment, and protocols;
- Strong computer abilities in data base design and management, desktop publishing, word processing, scheduling, spreadsheet and web maintenance;
- Project management skills;
- Basic accounting/bookkeeping experience & understanding of AR/AP systems;
- Event planning and coordination skills;
- Excellent English verbal and written communication skills. Other languages are an asset.
- Proven organizational and time management skills, and ability to work independently in the planning, initiation and completion of tasks;
- Excellent interpersonal skills including the ability to use tact, initiative, imagination, and good judgment in dealing with a wide variety of people;
- Ability to work under pressure and respond quickly to urgent needs
- Ability to work independently and as part of a team.
- Ability to prepare professional correspondence, documents and reports;
- Good understanding of family violence, child protection, parenting, inclusion and social justice issues.

The following additional assets are preferred:

- Knowledge of the Not-for-Profit sector
- Professional reception skills including knowledge of crisis call management
- Experience in multicultural setting



- Strong written and verbal communication skills
- Strong systemic and individual advocacy skills
- Commitment to anti-oppressive practice
- Experience with technological, social media, and office management
- Commitment to collaboration and inclusion
- Experience and understanding of project management
- Ability to speak multiple languages an asset
- Criminal Record Check Required (please note: a record doesn't necessarily exclude you from candidacy)

Closing Date: Wednesday April 12, 2023 at 8:00 pm

Applications Will be accepted by email with the subject line: "PSS Administrative Coordinator – YOUR NAME".

No office visits or phone calls.

Submissions MUST include a cover letter, and resume in ONE document.

Email: info@koja-consulting.com

~ Only applicants selected for an interview will be contacted.

We thank you in advance for your interest in the position. ~