
2750 East 18th Avenue, Vancouver, B.C. V5M 4W8 Tel: 604-434-9101 Fax: 604-434-9938

Position Title: Administrative Coordinator

Position Status: Permanent Full Time

Hours of Work: 35 hours per week

Wage and Salary Range: \$21.90 – \$24.07 per hour

Primary Location: Vancouver

Employee Group: Exempt

Reports To: Human Resources and Communications Manager

Anticipated Start Date: Immediate

This position is open to male and female applicants. TCF is an equal opportunity employer and welcomes applications from minority groups. This position requires maintenance of a satisfactory criminal record check.

Closing Date

Please send resume and cover letter attention to Esther Chow at esther.chow@childrens-foundation.org or fax 604-434-9938 by July 12, 2018.

Attachment – Job Description

1P11 Administrative Coordinator

Reports to: Human Resources and Communications Manager

General Description

The Administrative Coordinator will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency and safety. This position handles a wide range of administrative and executive support related tasks.

Duties

1. Performs a range of administrative and clerical duties for senior management and the board of directors. Often involved with material of a confidential nature.
2. Handles telephone communications, greets and directs visitors, deals with administrative problems and inquiries as appropriate.
3. Arranges meetings, sets agendas, takes minutes and is responsible for the correspondence of executive staff members and the board of directors. Makes travel arrangements for senior management.
4. Collects, researches, organizes and summarizes data for a variety of reports. Reviews, processes and prepares related financial, budgetary, program and other documents.
5. Inputs, edits and retrieves data. Prepares reports, graphs, overhead slides, presentation materials, etc., by using a variety of software.
6. Develops and recommends new or revised office procedures and practices. Monitors and ensures approved organization administrative policies, practices and procedures are understood by staff. May participate in planning and implementation of administrative systems in discussion with senior management.
7. Participates actively in the planning and execution of company events, including conferences, seminars, public relations activities, etc.
8. Prepares and maintains records of donors supporting TCF; prepares reports, summaries and/or arranges for mailouts.
9. Works closely with contractors, maintains and updates the organization's promotional materials, and social media channels, such as brochures, posters, website, facebook, twitter, etc.
10. Maintains the content within the agency's centralized electronic filing system.
11. Performs other related duties as required.

Qualifications:

- Diploma in Business Administration.
- Two years office administration and senior secretarial experience.
- Proficient with various word processing, spreadsheet, database and other applications software.
- Effective attention to detail and a high degree of accuracy.
- Effective communication skills both verbal and written with individuals at all levels of the organization.

- Must be able to organize and prioritize work, be proactive, take initiative, resolve problems, follow through and simultaneously manage multiple priorities to ensure goals are met in a timely manner.
- Must be able to work some evenings.
- Self-motivated and effective in a team setting and individually.
- Ability to work with minimal or no supervision.