

THE SEMIAHMOO FOUNDATION
“An Equal Opportunity Employer”
JOB POSTING

Issued: *November 8, 2017*

POSTING No: 17 –38

Applications are invited for: ***The Semiahmoo Foundation, 15306 24th Avenue, Surrey, BC***

Classification: ***Permanent Full Time Administrative Coordinator (37.5hrs)***

Hours: ***Monday to Friday 7.5 hours per day/flexible start & finish times,
Occasional Saturday hours required to flex with weekdays***
(Flexibility required based on the department needs)

Closing Date: *November 16, 2017* **Start Date:** *January 2, 2018*

For more information, contact: *Louise Tremblay, Director of Foundation*

JOB DESCRIPTION: As per **Admin Coordinator** Job Description – see attached

SPECIFICATIONS REQUIRED:

- Completion of administrative training courses and/or an acceptable combination of education and experience;
- A minimum of 5 years of experience related to general office and senior executive assistant;
- Proficiency with computer software including: Microsoft Office Suite, Database Management, and various graphic design and publishing software;
- Demonstrated ability to type 50 words per minute;
- Exceptional ability to communicate respectfully in both oral and written English;
- Excellent problem solving, time management, decision making and creative thinking skills;
- Excellent phone manner & customer service skills;
- A high degree of maturity in handling confidential information and situations;
- Ability to deal with staff, volunteers and the public effectively and with tact and diplomacy;
- Ability to function independently and to organize work with minimal direction;
- A clean and current Criminal Record Check and up to date First Aid & CPR Certification;
- Ability to perform the varied lifting and carrying functions common to this sort of work; and
- A strong desire to function as part of the staff team of the Foundation

WAGE RATE: To be negotiated based on experience

PROCEDURE: Please submit your resume to recruit@shsbc.ca

The Semiahmoo Foundation

Position Description

Position Title: Administrative Coordinator

Position Classification: Administration

Purpose: To provide comprehensive, confidential and efficient organizational, administrative and creative support to the Executive Team of Semiahmoo House Society (SHS), The Semiahmoo Foundation (TSF), Peninsula Estates Housing Society (PEHS) and to the related organizations in a proactive manner.

To execute projects relating to fundraising, events, marketing and other development functions.

Reporting/Working Relationships:

The Administrative Coordinator

- Reports and is accountable to the Director of Development;
- Provides confidential support to the Executive Assistant to the Board, Executive Director, Director of Development, the Management Team and other staff as delegated;
- Collaborates with staff and volunteers of TSF, SHS & PEHS as necessary to perform the duties of the position;
- Liaises with staff of Government and Community agencies as well as the general public as necessary to facilitate their satisfactory interaction with SHS; and
- Functions as part of the team of TSF.

Duties and Responsibilities:

The Administrative Coordinator is responsible to:

- Execute projects relating to fundraising, events, marketing and other development functions
- Participate and provide input at Development meetings;
- Ensure timely execution of the stewardship plan, including provision of receipts and letters of thanks for members and individual contributors;
- Participate in the cultivation strategy aimed at developing the constituency and increasing donor base
- Establish and maintain a comprehensive database of contacts essential to SHS and TSF including but not limited to members, clients, families, supporters, business partners;
- Work with the assigned IT person(s) in ensuring the web site is maintained in a well designed and up to date manner;
- Coordinate facility rentals;
- Participate in the research and reporting in the purchasing of new office equipment;
- Participate in the training of staff in the use of office equipment;
- Liaise with suppliers for the graphic design and printing of stationary, evaluate best value and ensure adequate supply;
- Design invitations, tickets, signage, mail-outs, news advertisements for events;
- Design brochures and other materials and coordinate mail-outs for various departments;
- Design, coordinate, publish and distribute TSF's quarterly newsletter Participate on the events planning committee;
- Coordinate the registration of participants for various events;
- Perform a range of administrative duties (word processing, typing support and record keeping) often involving material of a confidential nature for the Board of Directors, Executive Director, Director of Development, and Management staff. May arrange meetings, set agendas, take minutes at Senior staff meetings.
- Collect, research, organize and summarize data for a variety of confidential reports, i.e. financial performance. Review, process and prepare related financial, budgetary and other documents;
- Input, edit and retrieve data. Prepare reports, graphs, overhead slides, presentation materials, etc. using a variety of software;
- Organize, maintain and update effective and efficient filing systems for TSF, SHS, PEHS, the Executive Director, and other managers as required;
- Cover at Reception as required; and
- Perform other duties as assigned by the Director of Development and/or Executive Director.

Working Conditions:

The Administrative Coordinator:

- Works 37.5 hours per week on a schedule outlined by the supervisor. Generally 100% of the time will be allocated to TSF cost centre;
- Is expected to manage and flex the available time to ensure the requirements of both organizations are met;
- Is excluded from the bargaining unit;
- Enjoys working conditions as outlined in the policy manual;
- Works under the direction of the Director of Development;
- Is expected to be able to work as part of the team and function effectively, efficiently and with warmth and humour.

Qualifications:

The Administrative Coordinator possesses:

- Completion of administrative training courses and/or an acceptable combination of education and experience;
- A minimum of 5 years of experience of general office and senior executive assistant experience;
- Proficiency with computer software including: Microsoft Office Suite, Database Management, and various graphic design and publishing software;
- Ability to communicate in both oral and written English;
- Excellent phone manner & customer service skills;
- Top notch filing skills, both manually & electronically;
- A high degree of maturity in handling confidential information and situations;
- Ability to work with and manage databases;
- Ability to deal with staff, volunteers and the public in a pleasant manner;
- Ability to operate a variety of office equipment;
- Ability to function independently while performing duties;
- Ability to perform the varied lifting and carrying functions common to this sort of work;
- Thorough understanding of SHS's and TSF's missions and core values, policies and procedures of various departments, overall knowledge of SHS's and TSF's activities, and ethical fundraising practices; and
- A strong desire to function as part of the staff team of TSF, SHS and PEHS.