

PeerNetBC

Administration Coordinator and Project Support

Job Description

Key focus: The Administrative Coordinator works to support the PeerNetBC team ensuring that the overall office operations are running smoothly. Administrative support will focus on governance, finance, and operating processes. Central to this contract is working with management to create and organizational operations manual.

Acknowledgement

In keeping with our organizational values and the integrity of our work, we acknowledge that this report is written on the unceded territory of the Coast Salish peoples, specifically the xʷməθkʷəyəm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish Nation) and Səlílwətaʔ (Tsleil-Waututh) nations. We acknowledge that colonization exists, that without its violent impacts we would not be who we are and where we are today. We also recognize that Indigenous-led alternatives exist and that change is possible. We are dedicated having further conversations around the long-term work of how we can build stronger, healthier, and more connected communities, committed to addressing power and privilege so that we can have these conversations and do the work together.

Background:

About PeerNetBC:

PeerNetBC is a non-profit, charitable organization that has been helping people connect since 1986, providing resources for peer groups and peer-led initiatives. We work extensively with diverse communities including but not limited to, Aboriginal, LGTBQ2S+, folks living with various disabilities, rural, youth, seniors, new comers and refugee.

The Position: Administrative Coordinator and Project Support

Full time, 6-month position. Start date Jan 7th 2019. End Date July 7th 2019

This role may extend in a Part-Time capacity in the role of Administrative Coordinator.

Job summary:

The Office Coordinator will provide essential administrative and logistical support. This role will have two primary and complimentary streams: first, to provide administrative support to the governance and finance activities of PeerNetBC and second, to work with the Co-Ed to produce a draft operations manual. In addition to bringing your talent for organizing, a blend of technical and people skills, we seek a candidate who is flexible, confident, and collaborative in their workplace approach. This position requires focused work in a busy open environment. PeerNetBC is a small but dynamic team, so key attributes for this role will be a willingness and to jump into the fray and the flexibility to adapt to varied work-styles. For this role, we seek someone who is reliable, a systems thinker, task focused, able to prioritize on the fly, problem solve as a team, and communicate judiciously.



Reports to:

PNBC Co-Executive Director(s). It is important to note that this project is a unique opportunity to work collaboratively within a matrixed structure. This role will provide instrumental support to the board as well as the management and the overall team.

General duties and responsibilities:**Finance** - Provides support to financial assist in processes

1. Using quickbooks and excel to prepare invoices, financial statements, and reports.
 - a) Code and file financial material according to established records management procedures.
2. Process accounts payable ensuring timeliness and accuracy of information
 - a) Assist tracking of expenses for specific projects and production of reports for project partners.
3. Process accounts receivable ensuring timeliness, accuracy of codes and appropriate backup.
 - a) Maintains tracking of workshops, subsequent invoicing and client work-flow (intake, invoicing, reporting requirements, accounts receivable, follow-up).
4. Working with CoEd to prepare accurate bank deposits and finance packages for bookkeeper and auditor.
5. Assists with financial reports as required.
6. Month end duties as required.
7. Additional workshop support: Coordinating and supporting workshops through registrations, payments, and certificates for participants, and promoting PeerNetBC workshops.

Governance - Provides support to board and management assist in governance

1. Board support – scheduling meetings, minutes and preparation of agendas and meeting materials for review by Co-Ed. Ensuring timely distribution of materials to board. Maintenance of scheduling tools.
2. Create action lists for management staff (and board) from board meetings. Updating relevant program materials.
3. Management support – following up with board, maintaining recruitment and committee communications and supporting documentation. While maintaining organizational priorities and confidentiality as needed.
4. Provides feedback to board and management regarding processes and administrative needs.

Program Administration / Communications Special Project – Operations Support

1. Working with the Co-Ed and PNBC team – this position will work to summarize current and incoming operating processes (including but not limited to: Governance, Human Resources, Finance, Project Management).
 - a) Currently amidst an organizational transition, PNBC is formalizing its operating processes through the production of an Operations Manual. This position will work with the Co-Ed to capture our operating procedures in a document, along with supporting templates.

Program Administration Continued - Operations Support

1. Executive assistance to the Co-Executive team.
 - a. Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents
 - b. Scheduling, agendas, minutes, follow-up communications
 - c. Support team with workshop logistics including travel, meeting and other arrangements for staff.
2. Information management – filing, data management, maintains membership information.
 - a. Sort incoming mail, emails, and deliveries for distribution
 - b. Prepare and send outgoing mail
 - c. Forward incoming general e-mails to the appropriate staff member
 - d. Forward voice mail from the general mailbox to the appropriate staff member
 - e. Update and ensure the accuracy of the organization's databases
3. Office systems – coordinates and maintains systems: printing, computers, materials and supplies (inventory, and maintenance).
 - a. Purchase, receive and store the office supplies ensuring that basic supplies are always available
 - b. Code and file material according to the established procedures
 - c. Back-up electronic files using proper procedures
 - d. Coordinate the maintenance of office equipment

Community Development

1. Promotes the values and mission of PNBC – helping people to connect.
2. Supports the PNBC community network through the provision of administrative role. Thus this position engages with a variety of stakeholders – such as clients, suppliers, community partners, volunteers.
3. With an intersectional lens, this position works inclusively with individuals and organizations that serve those with diverse lived experience.

Qualifications:

Education:

- High School Diploma
- Post-Secondary Education or (combination of education, training and experience) in business, computers and/or office management.
- Training and or experience with basic book keeping and/or accounting.

Experience:

General Skills and Competencies

- Strong communication skills – both written and verbal.
- Attention to detail is an absolute essential!
- Strong technical skills. A high level of working knowledge of computers, databases, and software programs including but not limited to: Office, Excel, Quick Books, Access, Adobe, Power Point, InDesign, as well as comfort and skill with online tools – such as google drive, scheduling and email tools.
- A knowledge and comfort working with standard office equipment with the technical experience to provide support to team.
- Working independently and having the ability to problem-solve as issues emerge.
- Ability to work during busy periods, able to stay on top of multiple deadlines.
- Highly collaborative and comfortable working towards a non-hierarchical structure.
- A sense of humour.
- Flexible and focused.
- The ideal person for this role loves systems and detail yet will thrive being amidst a team that is very process oriented and tends to run from a spreadsheet. Your skills will be revered and inspire awe, your patience will be rewarded!

Projects and Administration

- Providing executive and project support in an office environment.
- Logistical support through the coordination of meetings, schedules and maintaining / completing required communications (agendas, minutes, follow-up, reports).
- Writing technical or informational documents.
- Organizing – maintaining systems and providing feedback contributing to efficiency.
- Demonstrated understanding of best practices in office management, ideally in a not for profit setting.

Finance

- General understanding and experience of standard book keeping practices.
- Knowledge and experience working with QuickBooks.
- Experience working with budgets of small to medium size and with some complexity.
- Tracking expenses and completing draft financial reports on a bi-monthly basis.
- Preparing invoices and receipts for services.

Governance

- General understanding of best practices in governance, ideally in a not for profit setting.
- Meeting processes and providing support to staff and board, mindful of confidentiality and organizational processes.

Communications

- Demonstrated ability to effectively communicate both orally and in writing. Writing is an important part of this role. As is the ability to communicate clear and concisely. Attention to detail, including for grammar and factual content.
- Demonstrated ability to balance / interpret / prioritize – and be outcome oriented in a process driven environment.
- Facilitative – ability to work with small to medium sized groups – problem solving, planning, and delegating to come a common outcome.

Community Development

- Minimum of two years of relevant experience working in community in a similar role and/or in a not for profit environment.
- Working between business and non-profits in a client and services driven environment.
- Practiced understanding of working in alignment with Indigenous protocols, with respect to inter-sectionality and within an anti-oppression framework.
- Relationship building and maintaining - with a diverse group of colleagues, supervisors, partners and community members.

Compensation

This position is a 6-month contract with PNBC. Wage will be commensurate with experience. \$25-30hr / 37.5 hrs a week. Benefits may be available following the three-month probation period. A Criminal Record Check is Required upon hiring. There is potential that this position may be extend in a Part-Time capacity in the role of Administrative Coordinator.

Operational requirements / working conditions

The work can require unplanned overtime and attendance at meetings or public events after normal working hours. The PeerNetBC's office is located at Granville and Hastings and is a wheelchair accessible space. We also strive to maintain a scent free environment.

Diversity and inclusion a key priority of not only what PeerNetBC does but also how it works. As such, we strongly encourage applications from all qualified applicants. Applicants from traditionally underrepresented or marginalized groups including people of colour, First Nations / Indigenous individuals, and LGBTQ+ people are encouraged to apply.

Application Process

Please submit your expression of interest, along with your CV and cover letter to info@peernetbc.com attention **hiring committee**

Our hiring process will run through November. Thank you to everyone who applies. Unfortunately, only those candidates shortlisted will be contacted. Our process will include an initial phone interview, followed by an in-person interview that will include a panel discussion, and a written component.

Start date Jan 7th 2019. End Date July 31 2019