



Job Posting

Job Title: Office Coordinator

Summary: Kiwassa Neighbourhood House is a multi-service community agency operating in East Vancouver, with a mission to cultivate opportunities with people and partners to build a socially just, resilient, and connected community. We are seeking a full-time Office Coordinator join our team, to help ensure a welcoming environment for our community, coordinate front office operations, and provide IT, communications, and administrative support. You enjoy: connecting with people from all walks of life, finding variety in your day, getting stuff organized, using and growing your bag of tricks, seeing your glass half-full, and strengthening a great community.

Key Responsibilities:

- Nurture a safe and welcoming environment for visitors, volunteers and staff;
- Provide timely and courteous responses and referrals to inquiries received by email, phone and in-person;
- Coordinate front office operations, including supervision of support staff and volunteers;
- Schedule room and equipment bookings;
- Manage all office equipment and systems, including computer systems, telephones and voice mail;
- Support staff use of IT systems and resources by providing basic technical support, liaise with IT contractors;
- Support administrative needs of senior management and Board, including meeting preparation, minute-taking, and communications;
- Ensure website content is up-to-date, engaging and visually appealing;
- Help maintain a social media presence consistent with Kiwassa's values and mission;
- Support onboarding of new staff and volunteers;
- Organize and maintain office supplies inventory;
- Organize and maintain confidential office files and records.

Skills, Experience and Qualifications:

- Minimum of 2 years' experience in front office administration
- In depth understanding of office systems and procedures
- Excellent interpersonal, organizational and customer service skills
- Outstanding written and oral communication skill
- Demonstrated knowledge of computer systems and strong technical troubleshooting skills
- Fully proficient in all Microsoft Office applications. Experience updating websites (WordPress), e-newsletters, social media content. Experience with Adobe Creative Suite preferred.
- Demonstrated experience and competency building welcoming space and services with staff, volunteers and partners who value differences in the diversity of our multi-ethnic, -racial, -age, -linguistic, -Indigenous, -newcomer and -LGBTQS+ communities
- Confidentiality, resourcefulness, initiative and flexibility
- Second language an asset

COMPENSATION:

- This is a full-time, 35 hour per week opportunity that pays \$45,000-50,000/year + excellent benefits package.

To be considered for this position, please email your resume and cover letter by September 6, 2019 to careers@kiwassa.ca, RE: Office Coordinator

We thank all applicants for their interest. However, only short-listed applicants will be contacted.

Kiwassa grows a welcoming and inclusive community in the vibrant Hastings-Sunrise and Grandview-Woodlands neighbourhoods of East Vancouver, located on the traditional, unceded and occupied territories of the Skwxwú7mesh (Squamish), Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh), and xʷməθkwəyəm (Musqueam) Nations.

www.kiwassa.ca