

## CALL FOR APPLICATIONS Administrative Coordinator

Oak Bay Volunteer Services (OBVS) is seeking applications for a full-time Administrative Coordinator to participate in the daily administration and coordination of OBVS' office, programs, events and other activities. Reporting to the Executive Director, the successful candidate will work within the Oak Bay community office, and provide effective and efficient administrative support to the nonprofit organization.

### Role Description:

The successful candidate will have responsibility for:

- Reception as the first point of contact for the public, clients and volunteers via phone, email and in-office
- General administration including checking mail, bank deposits, supply ordering, and other secretarial services
- Managing and maintaining paper and electronic filing systems
- Maintenance and updates to database, team calendar and other shared networks
- General oversight and implementation of administrative procedures
- Administrative assistance for the coordination of volunteers and clients
- Training and oversight of office volunteers
- Office oversight, including ICT maintenance and general upkeep
- Liaison responsibilities with municipal staff for office and administrative requirements
- Planning and coordination of administrative responsibilities for meetings, workshops and other events
- Provide assistance to the executive director as required
- Internal and external communications, including e-blasts, social media accounts and website
- Carry out other duties and responsibilities as assigned

### Requirements and Qualifications:

- Minimum post-secondary education and/or equivalent experience (4+ years) in administrative coordination, office management, secretarial services or business administration
- Proven ability to communicate effectively with internal and external sources, as well as, write on a professional level
- Proficiency in computer software (Microsoft Office Suite, email clients, web software, productivity software (ie. Trello, ClickUp), databases); familiarity with Google Suite Applications is preferred
- Knowledge of information and communication technology an asset
- Experience with customer relations managers, social media and website administration preferred

- Excellent interpersonal skills, particularly related to dependability, motivation, responsibility and teamwork
- Highly effective organizational skills, with important emphasis on attention to detail, multi-tasking and professionalism
- Ability to work independently with minimal supervision while maintaining the administrative role within the team
- Successful criminal record check for working with vulnerable populations
- Experience working with a nonprofit and voluntary organization as an employee or volunteer an asset
- A valid driver's license and access to an insured vehicle required

#### Terms:

This is a permanent, full-time employment position to start approximately November 18, 2019. Salary is set at \$40,000.00 per annum plus benefits.

#### How to Apply:

Applications, including cover letter and resumé, will be accepted by email until **5:00pm on Friday, October 25<sup>th</sup>** to [applications@oakbayvolunteers.org](mailto:applications@oakbayvolunteers.org), with the subject: *Administrative Coordinator Position*.

**About OBVS:** Oak Bay Volunteer Services (OBVS) provides one-to-one direct services to the residents of Oak Bay. Serving the young to the young at heart, we provide a variety of free services to help maintain our clients' connection to community and assist with a variety of everyday activities to help maintain an individual's independence. All services are delivered by our team of dedicated and passionate volunteers.