



**Internal / External Employment Opportunity**  
**Executive Assistant/Special Projects Coordinator**  
**Employment & Language Services**  
**Vancouver location**

**Why you should apply with us:**

At [MOSAIC](#), we take pride in having a supportive, diverse, and inclusive workplace where employees can trust that their ideas and contributions are valued. We were recognized in the [2019 List of Best Workplaces™ in Canada \(100-999 employees\)](#) by the Great Place to Work® Institute. With over 40 years of experience, we're one of the largest settlement organizations in Canada engaging 350 staff and more than 600 volunteers. Our employees benefit from incorporating many diverse perspectives, taking part in training and career growth opportunities. Come join a vibrant organization and make a difference in someone's life today!

**Join our team!**

We're seeking a resourceful individual with the ability to take initiative, multi-task, and who possesses excellent communication skills for the role of Executive Assistant/Special Projects Coordinator for Employment and Language Services Department. This position will work out of the Vancouver Head Office location.

**POSITION:**

**Executive Assistant/Special Projects Coordinator**

**DEPARTMENT:**

**Employment & Language Services**

**ABOUT THE POSITION:**

As the Executive Assistant/Special Projects Coordinator you'll provide support to the Director through the development and delivery of overall operations and outcomes of projects with an emphasis on quality assurance. The Executive Assistant/Special Projects Coordinator works with internal, community, agency, and funding partners.

**KEY RESPONSIBILITIES:**

- Assist the Director with drafting subcontractor subcontracts, amendments, and/or memorandums of understanding
- Liaise with internal and external stakeholders
- Coordinate and oversee small projects as directed that support Employment and Language Services departments
- Oversee interns and practicum students; onboard, train on systems and organization procedures, give direction, supervise, and update on progress
- Conduct research for programs, proposals, or small projects as needed
- Assist with preparation and distribution of reports, grant applications, proposals, and budgets

- Prepare and publish/promote Job Postings of available positions both internally and externally
- Assist in the organization of incoming candidate applications and the coordination of interviews as requested
- Monitor budget items assigned to the position and ensure submission of appropriate documentation to the Director for approval, and submission to Finance for payment and/or recording
- Maintain paper and electronic files and databases; word-processing, spreadsheet, and ordering supplies (office, program, event); code and obtain relevant approvals for invoices
- Provide administrative support for meetings and events: drafting and distributing agendas; scheduling and setting-up rooms; ordering, arranging food; recording and distributing meeting minutes
- Assist in the coordination and planning of presentations; gathering data, creating presentation, and distributing to appropriate parties
- Arranges travel and accommodations, conference and training registrations, and submits expense reports for the Director and other department management staff as needed
- Reconciles monthly department expenses and submits report to finance
- Support the Senior and other Management staff as needed

#### **MINIMUM QUALIFICATIONS:**

- Post-secondary degree in business management, administration, communications, and three to four years of experience in:
  - project management, office management, or providing administrative support

#### **DESIRED SKILLS AND QUALIFICATIONS:**

- Experience managing projects from beginning to end including budgeting, coordinating and overseeing implementation, and writing reports/recommendations
- Excellent interpersonal and written communication skills
- Excellent organizational and time-management skills; ability to prioritize and meet deadlines
- Tactful, discreet, diplomatic, patient, flexible and possesses cultural sensitivity and excellent judgement in decision-making
- Ability to work independently and in a team environment
- Strong attention to detail
- Ability to take initiative and troubleshoot
- Proactively plan for the participation of
- Some finance/accounting experience
- Ability to work under pressure
- Proficiency in Microsoft Office suite, publishing software, databases, and the ability to operate standard office equipment

#### **BONUS SKILLS/CERTIFICATIONS:**

- Marketing experience
- Proficiency in Adobe InDesign and Adobe Illustrator

#### **HOURS:**

Full-time (35 hours per week)

**STARTING PAY:**

\$41,114 to \$43,607 annual salary based on experience and qualifications

We offer a competitive benefits package with contracts of at least one year in length, offering a minimum of 17.5 hours of work per week.

**HOW TO APPLY:**

Please apply via email. In the subject line of your email, please type:

**“Your Name – Executive Assistant/Special Projects Coordinator, Vancouver location”**

Please submit a cover letter and resume in PDF/Word format.

Address your cover letter to:

Hiring Team – Employment Programs

5575 Boundary Road

Vancouver, BC V5R 2P9

Email both the cover letter and resume to [employmentprograms@mosaicbc.org](mailto:employmentprograms@mosaicbc.org)

We thank all applicants for their interest. However, only applicants considered for an interview will be contacted.

**DEADLINE TO APPLY:**

Ongoing until filled

**POSTING DATE:**

March 2, 2020



*MOSAIC is committed to promoting equal employment opportunities for all members of the community*