



Office & Special Projects Administrator – Information & Referral, Central Services (External Posting)

Role Details

Status: Permanent full-time, 35 hours/week

Location: In person, ANHBC Central Services
(Heritage Hall, 3012 Main Street, Vancouver)

Salary: \$25.78/hr, ANHBC Band 8A

Benefits: Comprehensive benefits plan - including vacation, sick time, extended health benefits and pension.

We currently seeking a driven, energetic and detail-orientated individual to join our team as our Office & Special Projects Administrator – Information & Referral, at ANHBC Central Services office.

The right person for this position is organized, friendly, quick on their feet and able to manage a variety of projects and priorities. They will work well with staff, participants and volunteers from various backgrounds, and are passionate about social justice and values are aligned with our organization. The ability to work independently and take initiative is crucial in this role, as is the ability to collaborate, make decisions with a team framework, and provide superior support and service to the public and our neighbourhood houses and camp. This is an exciting opportunity to share your skills with one of the largest and oldest nonprofits in BC, and there are opportunities for development and growth across the organization.

The Office & Special Projects Administrator – Information & Referral will be responsible for duties in these key areas:

Office Coordination

- Create an inviting, warm and inclusive office atmosphere
- Respond to inquiries, and provide information and referral services to public and internal enquiries
- Arrange, coordinate and maintain office services, such as technical support
- Manage petty cash, credit card reconciliation and code incoming invoices for payment
- Orient new staff to central office and set up their work stations, computer access, etc, and maintain central office staff manual
- Maintain manual and electronic filing systems

Communications

- Manage and maintain ANHBC's social media platforms and website
- Develop graphics for social media campaigns, collateral and presentations
- Support and implement internal staff communications, such as ANHBC Staff Newsletter
- Support the Communications and Outreach Coordinator in various projects

Meetings, Committees and Events

- Prepare for meetings: booking spaces, catering, material packages, IT support, etc.
- Provide scheduling and administrative support: taking minutes, scheduling emails, etc.
- Assist with the coordination and planning of ANHBC-wide events, team days and staff meetings

- Assist in managing the CEO's calendar, including sending out doodle polls, booking zoom/meeting rooms and sending out calendar invitations

About You

- Two years of related office coordination and communications experience; experience in a non-profit organization is a definite asset
- Committed to collaboration, teamwork and social justice
- Proficient in Microsoft Office and comfortable with a range of technologies and web-based applications
- Experience with graphic design and social media
- Excellent verbal and written communication skills in English
- Must be physically fit to lift, set up and take down heavy objects up to 20 pounds

About Us

The Association of Neighbourhood Houses of BC (ANHBC) builds healthy and engaged neighbourhoods by connecting people and empowering them to create the change they want to see in their communities.

ANHBC is an umbrella organization for eight neighbourhood houses and an outdoor camp, together we operate more than 300 community-based programs and services for a diversity of participants. At ANHBC, we are committed to Truth and Reconciliation, decolonization and anti-racism, and together with community, we build strong and supportive relationships at welcoming and inclusive sites throughout Metro Vancouver. It is an exciting time at ANHBC, join our inclusive, creative and social justice-driven team! To learn more about us, visit anhbc.org.

How to Apply

Candidates are invited to send cover letters and resumes by February 13, 2023 to:

Carly Geistlinger, Operations Director
cgeistlinger@anhbc.org
Association of Neighbourhood Houses of British Columbia
#203 – 3102 Main Street,
Vancouver, BC V5T 3G7

ANHBC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying. Our total compensation and benefits package reflects our commitment to our staff and their family.

We thank and acknowledge all applicants and will proactively contact those selected for interviews.

We acknowledge that our houses, camp and central services office are situated on the stolen, traditional, ancestral and unceded territories of the Coast Salish people including the Musqueam, Squamish, Semiahmoo, Kwantlen, Tsleil-Waututh, Kwikwetlem, Tsawwassen and Sto:lo Nations.

