

JOB POSTING: BCSS Victoria seeks Administrative Coordinator: 4 days per week (28 hours)

Closing Date: Monday, December 1st, 2017

BCSS VICTORIA MANDATE: *TO IMPROVE THE QUALITY OF LIFE FOR THOSE AFFECTED BY SCHIZOPHRENIA AND PSYCHOSIS THROUGH EDUCATION, SUPPORT PROGRAMS, PUBLIC POLICY AND RESEARCH.*

BCSS Victoria is a recovery-oriented, non-profit charitable organization with a kind and warm office environment!

Duties and Responsibilities: Under the direction of the Executive Director, the Administrative Coordinator is responsible for managing an efficient, well-organized and welcoming office.

Hours: 4 business days per week, 9:00 am to 4:00 pm, with some flexibility for special events. Pay: \$16.08/hr

1. Administrative/Program Duties:

Arrange meetings, prepare materials for Committee/Board meetings. Arrange travel and accommodation and coordinate the logistical requirements for meetings etc. Coordinate public/educational presentations. Review and respond to Society's email and phone calls on a daily basis. Troubleshoot computer related problems i.e. hardware, software installations and networking. Maintain, update & troubleshoot the BCSS Victoria Branch Website.

2. Volunteer Management Duties:

Recruit, interview, screen, orient, train and supervise volunteers. Coordinate and schedule volunteer workload/duties. Ensure information flow is maintained and well-coordinated amongst volunteers, staff and Board in conjunction with the Executive Director, coordinate all aspects of volunteer training. Work with special events committees to coordinate special events.

3. General Office Support:

Communicates effectively and assists the Executive Director, Board, staff, family members, people with lived experience of a mental illness, volunteers, community partners and the general public. In conjunction with the ED develop/revise program intake, evaluation, letters, invitations/cards, posters, public awareness information, etc. Provide resourcing and referral information upon request. Updates and manages databases and maintain central filing system. Prepare and produce all in-house brochures and program information material. Manage office petty cash, donations, etc. Review all correspondence and respond to general/routine enquiries either by phone, fax, email or letter; refer specific items to the Executive Director with relevant documentation. Track inventory and order supplies as needed. Monitors office equipment and arranges for servicing as needed. Other duties as designated by the Executive Director

QUALIFICATIONS

- Proven organizational skills and ability with 1-2 yrs of previous related experience
- Excellent oral and written communication skills & computer proficiency; fundraising skills a definite asset
- Ability to set/maintain priorities and work to meet deadlines
- Work under pressure to problem-solve complex situations
- Excellent interpersonal skills in working with people with lived experience of mental illness, family members, board, staff, volunteers, professionals and the public regarding sensitive mental health and substance use issues
- Capable of being proactive and self-directed while still committed to a teamwork model
- Thorough, punctual, creative, personable, flexible, accountable and able to maintain confidentiality
- Criminal Record Check required

TO APPLY: Please provide covering letter and resume to the attention of Hazel Meredith, Executive Director by mail or email: 941 Kings Road, Victoria BC V8T 1W7 or admin.bcsc@shaw.ca

Date: January 2017