

JOB POSTING

Programs and Administrative Coordinator

The Ending Violence Association of BC (EVA BC) is looking for an energetic individual to join our team as a Programs and Administrative Coordinator, to work 5 days/week. The Programs and Administrative Coordinator is responsible for a wide range of administrative and logistical activities to support the efficient operation of the organization and specific programs.

QUALIFICATIONS:

- Minimum of two years of office administration experience preferred
- Excellent computer skills, preferably using a Mac computer
- Technical skills including ability to use video editing software, perform website maintenance, and knowledge of Adobe applications an asset
- Proficient with Microsoft Office applications including Word, Excel, and PowerPoint
- Experience maintaining databases
- Experience in electronic file management
- Strong organizational and time management skills
- Exceptional communication skills, both oral and written, including experience in minute taking
- Proven prioritizing and multi-tasking skills
- Demonstrated ability to work both independently and within a team structure
- Ability to work efficiently in a high-pressure environment
- Social media skills and experience an asset

ROLES AND RESPONSIBILITIES:

- Provide administrative support to program and project teams
- Provide logistical support for events, meetings, and training workshops
- Collate evaluation forms from various trainings
- Maintain an up-to-date database of key community contacts and partners
- Support membership renewal process
- Assist with social media and website maintenance
- Maintain up-to-date electronic files and documents
- Coordinate travel arrangements
- Research products and order supplies
- General admin tasks including filing, photocopying, faxing, and mail outs
- Assist with report writing
- Outreach and communicate with program stakeholders
- Provide technical support for video, audio, and office equipment

ADDITIONAL ASSETS:

- An understanding of the dynamics of gender-based violence and intersectionality
- Experience working in a non-profit organization
- Graphic design skills

TO APPLY:

Please send a copy of your resume and cover letter in PDF format outlining your suitability for the position to:

The Hiring Committee
Ending Violence Association of BC
1404-510 West Hastings Street
Vancouver, BC V6B 1L8
Email: evabc@endingviolence.org

Include in subject line of your email "Programs and Administrative Coordinator EVA BC".

CLOSING DATE: Monday, January 11, 2021 at 12pm PST

Qualified candidates who are Indigenous, living with disabilities, racialized folks, and LGBT2SQ+ folks are encouraged to apply.

We thank all applicants for their interest, however only shortlisted candidates will be contacted.