

# ENDING VIOLENCE

Association of BC

## EMPLOYMENT OPPORTUNITY

### Administrative Coordinator

#### About Ending Violence Association of BC

The Ending Violence Association of BC (EVA BC) is a dynamic, solutions-based provincial non-profit association that trains and supports over 300 anti-violence programs and cross-sector initiatives across BC that respond to sexual and domestic violence, child abuse, criminal harassment and workplace bullying and sexual harassment.

Our programs include BC's Community Based Victim Services, Stopping the Violence (STV) Counselling, STV Outreach/Multicultural Outreach, and Sexual Assault/Woman Assault programs. Among our cross-sector initiatives are Violence Against Women in Relationships/Violence in Relationships Coordination Committees, Interagency Case Assessment Teams, Community Coordination for Women's Safety, Be More Than A Bystander and SHARP Workplaces.

#### Position Overview

We have two positions available. The Administrative Coordinators will be responsible for supporting the overall administrative responsibilities for the Prevention Services and Communications stream or the Cross Sectoral stream. The duties of these positions include budgets and invoicing, tracking stakeholder relations, supporting technology needs and other programs/projects arising from the deliverables of the Prevention and Communications stream or the Cross Sectoral stream. These positions will also be part of the overall administrative team of EVA BC to support the operations of the organization.

#### Overview of Key Responsibilities

- Respond to training inquiries and maintain schedules and trainer bookings
- Provide logistical support for events, meetings and training workshops
- Maintain an up-to-date database of stakeholders and key contacts
- Input online training evaluation surveys, using digital tools such as Survey Monkey and collate evaluations from various trainings
- Track web analytics in support of reporting

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We wish to respectfully acknowledge that our main office is located on the unceded, ancestral, and traditional territories of the xwməθkwəy̓ əm (Musqueam), Skwx̱ wú7mesh Úxwumixw (Squamish), and səl̓ il̓w̓ ətaʔt̓ (Tseil-Waututh) Nations.

- Assist in preparing contracts and invoices
- Maintain calendars, schedule meetings and record minutes
- Provide general office organization and administrative support including electronic file management, ordering supplies and equipment

**Interested candidates should have a combination of the following:**

- Minimum of one year of office administration experience or a combination of equivalent education and experience
- Excellent computer skills, preferably using Mac
- 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 in electronic file management
- Strong organizational and time management skills
- Proficient communication skills, both oral and written, including experience in minute taking
- Detail oriented with proven prioritizing and multitasking skills
- Demonstrated ability to be flexible, work within deadlines, be a collaborative team player, work independently, show initiative and creativity

**Additional Information**

- This position works primarily from / in the EVA BC office
- The starting salary for this role is \$23.00 per hour, 35 hours per week
- Qualified candidates who are Indigenous, racialized, living with disabilities, or who are LGBT2SQ+ are encouraged to apply
- We thank all the applicants in advance. Only short-listed candidates will be contacted

Interested individuals are invited to forward their resume and cover letter outlining suitability for the position by 4:30pm on February 25, 2022 to:

Hiring Committee

Ending Violence Association of BC

Email: [ccws@endingviolence.org](mailto:ccws@endingviolence.org) with the subject line ATTN: Hiring Committee – Admin Coordinator