

# Ann Davis Transition Society

**Job Title:** Office Administrator/ Volunteer Coordinator

**Job Site:** Ann Davis Transition Society, administration office, Chilliwack

**Reports to:** Executive Director

**Hours:** 5 days per week, 35 hours

# Salary Range: Competitive with benefits after 3 months

**Job Posting Closing Date**: Open until filled

**To Apply:** Email cover letter/CV and resume with 2 references: Office Administrator/ Volunteer Coordinator Position in subject line to [HR@anndavis.org](mailto:HR@anndavis.org).

**Position Summary**: Office Administrator/Volunteer Coordinator is responsible for performing, coordinating and overseeing technical and office administrative duties in support of the Executive Director and staff, including the provision of varied and complex office duties; volunteer staff, and perform other duties as assigned.

# Responsibilities:

* Perform a wide variety of secretarial and administrative duties as required by daily operations, including answering incoming calls.
* Coordinate office activities and volunteers including schedules; develop and recommend office procedures and systems; ensure smooth office operations in conjunction with the Ann Davis Transition Society (ADTS) team and policies
* Collect mail and ensure sensitive documents are handled appropriately.
* Receive and screen communications to the Executive Director including telephone calls and e-mail messages, and provide assistance using independent judgement to determine those requiring priority attention; prioritize, channel, and facilitate communication from all sources through the Executive Director’s office. Adept in the use of proper protocols in dealing with all levels of government both written and verbal.
* Respond to letters and general correspondence of a routine nature; clearing with the Executive Director.
* Make travel arrangements for the Executive Director as needed; maintain appointment schedules and calendars for the Executive Director; arrange meetings and conferences.
* Co-manage website and social media.
* Attend various meetings and take minutes, as directed by the Executive Director.
* Responsible for all aspects of the volunteer program and initiatives including; recruitment, training, placement and evaluation of Volunteers Liaising with volunteers to understand how they work, develop partnerships and assess their volunteering needs
* Ensuring there is appropriate support and training for volunteers.
* Manage Thrift Store float and daily intake with finance.
* Maintaining databases and undertaking any other administrative duties.



# Education/Qualifications:

* Able to pass enhanced security clearance
* Combination of education and experience in administration, events and/or similar role.
* Required Police Record Check: Vulnerable Sector Criminal Record Search
* Class 5 DL and vehicle

# Competencies:

* Excellent interpersonal skills; ability to work independently, cooperatively, and from a feminist perspective;
* Demonstrated ability to communicate effectively both verbally and in writing;
* Strong social media, marketing and development skills;
* Ability to relate non-judgmentally with people from diverse backgrounds of culture, class, race, sexual orientation, gender identity, etc.;
* Able to maintain strict confidentiality, signing oath of confidentiality;
* Exemplary client centered skills, both in person and over the telephone;
* Excellent working within a team and developing consensus;
* Strong time management and organizational skills;
* Proficient in use of standard office administrative practices and procedures, including the use of standard office equipment;
* Able to perform technical, specialized, complex and difficult office administrative work requiring the use of independent judgement and initiative;
* Able to interpret and implement policies, procedures and computer applications related to the work assigned;
* Able to analyze and resolve office administrative and procedural problems;
* Able to perform basic research and prepare reports and recommendations;
* Able to use initiative and independent judgement within established policy and procedural guideline;
* Able to provide complex office administrative support in the areas of procurement, budgeting, report preparation and staff and volunteer communication;
* Able to communicate effectively with all levels of staffing, the general public, representatives of public and private organizations and others sufficient to exchange or convey information.

# Working Conditions:

* Flexible schedule needed as some occasional evening work will be required
* Four - five day a week position
* Required Police Record Check: Vulnerable Sector Criminal Record Search
* Drivers Abstract
* Sense of Humor

Note: We conduct primary source verification of applicant's credentials including education, training, work history, and licensure. 

STATEMENT OF DIVERSITY

The Ann Davis Transition Society, as a leading non-profit organization, respects diversity and foster social inclusion. We strive to deliver inclusive service, affirming the dignity of those we serve regardless of heritage (race, ethnicity, culture, nationality, linguistic origin, place of origin, citizenship, colour, ancestry), education, beliefs, creed (religion, faith, spirituality), gender, gender identity, age, sexual orientation, physical or mental health, physical or cognitive capabilities, socio-economic status and political belief.

*The Office Administrator/Volunteer Coordinator will follow the Code of Ethics and the Mission Statement of the Ann Davis Transition Society.*