

# South Vancouver Family Place Society



**POSITION:** Part-time Office Administrator: 20 hours per week for 52 weeks. Position will be filled ASAP.

## **OFFICE ADMINISTRATION POSITION SUMMARY**

SVFP is a not-for-profit charitable agency providing Family Resource Programs to families in South Vancouver and River District area. We are seeking an organized, self-motivated individual to join our team. You will provide Administrative support to our team, so a positive attitude, quick learner and team player is a must. This is a one-year contract and maybe extended depending on funding.

## **Office Administrator Duties and Responsibilities**

- Handle incoming phone calls, emails and direct them
- Obtain information to respond to participants' requests
- Organize meetings, takes notes and write the minutes of meetings.
- Operate office machines: copier, computers.
- Compile and maintain records of project and prepare brochures, flyers, reports.
- Participates in meetings and other activities at SVFP to promote team work.
- Other tasks maybe assigned, and training will be provided. You will be working closely with the CFO.

## **Office Administrator Requirements and Qualifications**

- High school diploma and other relevant certificate or diploma is an asset.
- Working knowledge of Accounting and Quickbooks .
- Prior experience in an administrative role a plus.
- Proficient with Microsoft Office , and hands on experience with spreadsheets.
- Highly-organized multitasker and excellent time management
- Ability to interact with other team members from different cultures.
- Excellent communication, organizational, accuracy and attention to details is a must.

## **Terms of Employment**

- Part Time 20 hours per week (Contract Period: Sept 2022-Sept 15, 2023) Possible extension based on funding
- Monday to Friday 8:30 am to 12:30 pm (some flexibility)
- Wage: \$22.00 /hour plus 2 weeks paid vacation (taken during weeks winter closure ) and Benefits
- Position will begin as soon as possible
- You will report to the CFO, Project Manager, and Executive Director

**We are accepting applications from September 2022 until the position is filled . Please send resume and cover letter to:**

**Julio Bello, Executive Director**

[ed.svfp@gmail.com](mailto:ed.svfp@gmail.com)

**No phone calls please**