McCreary Centre Society

Job title: Office Coordinator

Term: This is a permanent 25 hour per week position

Reports to: Director of Youth Engagement	Supervisory responsibilities: N/A

Hours of work: 25 hrs per week – may include occasional evenings and weekends	Salaried /Hourly: Hourly- $28 per hour

Location

This is an in-person office-based position located at 3552 East Hastings Street, Vancouver.

Occasional travel in the Lower Mainland may be required.

Job summary: Facilitate the smooth running of the McCreary Centre Society and the Society's office systems

Job roles and responsibilities:

- Develop, implement, maintain and oversee office systems, computer networks, webmail accounts, mailing lists, equipment, service contracts, and supplies.
- Conduct administrative duties, including promptly and professionally responding to phone calls, emails, building users, and visitors.
- Ensure the smooth running of internal and external meetings, including sending meeting links, minute taking, preparing AV equipment, purchasing and preparing refreshments, etc.
- Liaise with contractors and suppliers to ensure the Society's needs are met.
- Coordinate building maintenance and repairs, including for the building tenants as needed.
- Assume responsibility for implementing health and safety policies, and ensure compliance with mandatory requirements for building and workplace hazards.
- Ensure appropriate retention, protection, retrieval, transfer, and disposal of records.
- Support the preparation of grant applications and grant reporting, as needed.

- Support the preparation of payroll and monitor employees' benefit eligibility, as needed.
- Support McCreary research, evaluation, and youth engagement projects as required.
- Maintain confidentiality of all information acquired through position.

Job qualifications/requirements:

- Experience of office management, administrative systems, and computer networks
- Strong administrative skills
- Excellent verbal and written communication skills
- Excellent attention to detail
- Able to work independently and as part of a team
- Highly organized
- Ability to problem solve
- Interest in youth health research
- A commitment to equity, diversity, and inclusion

Educational requirements:

Other requirements:

- Valid driver's license: Preferred
- Access to vehicle: Preferred
- Criminal record check: Required
- First Aid certificate: Required