

## Office Coordinator (PT)

<b>JOB STATUS:</b>	Part-time, Permanent
<b>REPORTS TO:</b>	Manager of Culture
<b>REMUNERATION:</b>	\$24-28/hour 3 weeks' vacation pro-rata, 10-days paid sick leave. Extended health benefits and wellness benefit available after 3 months. RRSP matching available after 12 months
<b>SCHEDULE:</b>	16 hours/week Schedule TBD in collaboration with the successful candidate Occasional evenings and weekend work may be required
<b>LOCATION:</b>	Spring Creek Community Centre, Whistler, V8E 0A2
<b>REQUIREMENTS:</b>	Clean criminal record check Driver's license and vehicle an asset

### Job Summary

Zero Ceiling is a non-profit dedicated to ending youth homelessness. We provide young people with stable housing, employment, and comprehensive support so they can have a healthy transition to adulthood. Strong relationships are at the core of everything we do. In our programs and within our staff team, we strive for relationships characterized by empathy, trust, support, advocacy, reciprocity, and fun.

The Office Coordinator will help us achieve our mission by ensuring we operate effectively and efficiently. Zero Ceiling has grown rapidly over the last two years and now operates supportive housing properties in the community, a supportive employment program, land-based recreation programs, and the Spring Creek Community Services building.

The Office Coordinator will be the beating heart of Zero Ceiling by providing administrative support for our staff, programs, and facilities. They will:

- Coordinate daily administrative tasks for our team
- Ensure all staff and programs have the resources and support they need to be successful
- Respond to emerging needs for the building and our team
- Provide reception desk services at the Spring Creek Community Services Centre

While we have no current plans to move this role to a full-time position, there is opportunity to grow.

### Who are We Looking For?

We enthusiastically welcome applications from all qualified people, including those with lived experience, racialized people, people of all sexual orientations, women and trans\* people, Indigenous peoples, those with disabilities, mental illness, and from all social strata. We will never ask you to self-identify; however, if you do choose to self-identify as belonging to one of the above groups, you will be supported through the entire recruitment process.

The person we envision in this role will be a career administrator who gets excited over office supplies and making personal connections with people. You are looking for an opportunity to give back to your community through meaningful work, and a permanent, part-time role sounds perfect for where you're at right now. Perhaps you have been in the non-profit game for years, or perhaps you are making a switch from another industry; regardless, you value more "radical" ideas and want to work with people who

share the same. You are inspired to bring your entire self to your work. You love the outdoors and want to share that love with others. You want to work for a place that sees you as a human being, that leans into seasonality and away from “productivity at all costs”, and that is actually solving big problems that you care deeply about. You know that having the bills paid on time, an annual carpet cleaning, insured vehicles, and plenty of stamps is the best way to support your team.

## **Duties and Responsibilities**

### **Operations**

- Manage day-to-day office and facility operations
- Respond to emerging administrative needs of teams, staff, Board, and volunteers
- Schedule meetings and events and manage organization calendars.
- Coordinate IT support for staff
- Respond to general enquiries, monitor email and phone
- Monitor and procure supplies

### **Facilities Management**

- Day-to-day management of the Spring Creek Community Services Centre and our 2 staff housing units
- Provide reception desk services at the Spring Creek Community Services Centre
- Coordinate maintenance, repairs, and utilities

### **General**

- Conduct activities with integrity and in an open and ethical manner
- Build strong working relationships with all staff and teams
- Create a working environment of unity, honesty, and trust
- Conduct responsibilities in line with Zero Ceiling’s mission and values
- Create an inclusive, positive, and dynamic working culture

## **Experience and Qualifications**

- Minimum of three (3) years office administration experience
- Team oriented, passionate and enjoys meeting and connecting with people
- Ability to self-motivate, work independently, take initiative, and organize work and time efficiently
- Highly organized with strong attention to detail
- Flexible, adaptable, creative problem-solving skills
- Good communicator with strong interpersonal skills and open communication
- Strong computer proficiency, including Microsoft Office Suite, Adobe, Google Suite, Quickbooks, and other tools. WordPress and social media an asset
- Non-judgmental and supportive of a client-centered work environment
- Our organization is engaging in anti-racism and decolonization work so you must be willing to engage in this work with us