

## **FAMILY SERVICES of the NORTH SHORE**

### **Job Posting - Part-time (28 hours per week)**

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Position:	Senior Administrator
Position #:	17-1168
Reports to:	Director of Community & Provincial Programs
Location:	North Vancouver office
Closing:	October 22, 2017

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#### **The Agency:**

Family Services of the North Shore is an accredited, not-for-profit, community based organization which serves the City and District of North Vancouver, the District of West Vancouver, Lions Bay and Bowen Island. Family Services of the North Shore also provides province-wide programming in the prevention of eating disorders.

We offer a flexible work environment where contributions from all staff members are welcomed and valued.

#### **The Programs:**

The Senior Administrator will provide a high level of administrative support to the Director of Community & Provincial Programs and the programs she oversees – I hope family centre, Allies in Aging, Volunteer Impact and Companionship Community Care.

#### **The Job:**

You will provide significant program and administrative support to the Director of Community & Provincial Programs and relevant program managers. You will organize and attend meetings, prepare materials, take minutes and prepare reports. You will organize and maintain an on-line library of resources and training curricula for the Volunteer Impact project. You will assist with the planning, promoting, logistics and execution for events and conferences. You will create promotional materials, manage program registrations, collate client data and assist with reports as needed.

You will also be part of the Agency's overall administrative team and provide relief reception back-up.

This is a part-time, 28 hours per week position (including Fridays). Some evening and weekend work is required on occasion.

#### **The Candidate:**

You are an experienced (minimum of 3 years) intermediate level administrator with an undergraduate degree or relevant diploma. You pride yourself on your strong organizational skills. You are an effective communicator and have a good command of various social media platforms. You have experience creating brochures and newsletters. You understand the importance of accuracy and presentation and are comfortable both giving and taking direction. You enjoy working both independently and as part of a team.

Strong technical skills are required and experience with Eventbrite, Box.com, Constant Contact and Canva would be considered an asset.

Experience working in a not-for-profit would be considered an asset as would fluency in a language in addition to English. Previous experience working with seniors would also be considered an asset.

*Please respond, in confidence, with resume and cover letter to:*

*Senior Manager of Human Resources*

*Family Services of the North Shore*

[careers@familyservices.bc.ca](mailto:careers@familyservices.bc.ca)

*While we thank all applicants for their interest, only short-listed candidates will be contacted.*

*Job posting 17-1168*