

JOB POSTING

Executive Administrator



Aboriginal Mother Centre Society

The Aboriginal Mother Centre Society is a non-profit organization that provides Transformational Housing (TH) and other supports for single, Aboriginal mothers in Vancouver, including a licensed daycare for children age 3-5, and other social support programs to the TH Residents and some community members. The Aboriginal Mother Centre Society is seeking an energetic, conscientious and detail-orientated individual who enjoys making a difference.

Job Title Executive Administrator

Name of Facility Aboriginal Mother Centre Society

Qualifications

- Diploma or Degree in a related discipline
- Minimum of 5 years of experience in progressively more responsible and complex administrative position(s) or an equivalent combination of education, training, and experience.
- Ability to effectively support senior executive and/or Board members.
- Excellent communication skills (both verbal and written), strong interpersonal, problem solving, presentation and organizational skills.
- Excellent knowledge of post-colonial issues affecting Aboriginal people with a view to how to overcome those issues.
- Extremely knowledgeable of Aboriginal identity and culture and why a culture based program such as the AMCS is important.
- Self-motivated, goal oriented with ability to work in team environments and develop and implement initiatives.
- Demonstrated ability to multi-task, adapt to changing priorities and meet tight, challenging deadlines.
- Resourceful, logical thinker and process-oriented with excellent attention to detail.
- In-depth working experience of Microsoft Office, including Word, Excel, PowerPoint and Outlook.
- Demonstrated ability to maintain a high degree of confidentiality.
- AMCS is committed to honouring and respecting diverse Aboriginal cultures, identities and knowledge of Aboriginal community protocols. Applicants of Aboriginal Ancestry are preferred.

Key Responsibilities

- Responsible to work with the Executive Director to book meetings, appointments, develop agendas, schedules and record minutes for AMCS Board and Committee meetings.
- Manage all reporting deadlines across AMCS funding spectrum.
- Responsible to know what potential funding is available; assist with developing funding proposals and packages.
- Draft, obtain approval and send correspondence to various agencies, stakeholders, government and funders.
- Prepare meeting agendas, prepare and distribute background information, documentation, and meeting materials.
- Give guided tours of facility to community partners, funders, and other respective members.
- Update, keeps records (paper and electronic), to ensure organized and easy retrievals, and distribute relevant correspondence to the appropriate team members.
- Manage AMCS website content and ensure website is up to date.
- Perform other related duties as assigned.

Location Vancouver

Employment Terms

Full Time

Position As soon as possible

Closing Date

March 17th, 2017

Start Date

Salary \$20.00 per hour

Hours of Work

37.5 hours per week

Additional Notes

Due to the nature of the work environment, it is required that all staff members perform duties beyond their job description, such as, but not limited to, answering phone, taking messages, helping other employees with organizing community events, and assist co-workers in various programs. Occasional overtime may be required.

Contact Information

Please submit your cover letter (please self-identify if you are of Aboriginal Ancestry) and resume to:

Name Linda Day, Executive Director

E Contact -Mail ed@aboriginalmothercentre.ca

Fax # 604-558-2628

Mailing Address 2019 Dundas Street, Vancouver, BC

V5L 1J5

Website Address www.aboriginalmothercentre.ca

*Thank you for your application; AMCS will only contact successful candidates that meet the requirements for an interview.
For more information or other employment opportunities, please visit our website.*