



- Operations Coordinator -

THE OPPORTUNITY:

The Langley School District Foundation is a registered charity with a mission of ensuring learning is unforgettable for all Langley Students. As a small, but growing team working alongside an incredible Board of Directors, we are on the cusp of exciting change and growth. If you have a passion for student well being, education and the community of Langley - this role is for you!

The Operations Coordinator reports to the Executive Director and provides administrative support and handles day-to-day operations for the Foundation.

ABOUT YOU:

You love administrative duties. You take pride in supporting a team's efficiency and success and are willing to assist where needed.

You focus on the details. You thrive at staying organized and completing high quality work.

You are a fast learner with great computer skills who looks at innovative technologies and processes to make everyday tasks easier.

You are a strong communicator and use those skills to write clearly and succinctly and to build positive and strong working relationships.

You find non profit work exciting and love the changing nature and fast paced environment of a small but mighty Foundation!

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| JOB POSTING # | 2021-0002 – Operations Coordinator |
| DATE: | August 1 2021 |
| HOURS: | 24 Hours per week |
| WAGE: | \$31/hour (benefits not offered; 50 hours paid vacation) |
| START DATE: | September 13, 2021 |
| CLOSING: | August 23, 2021 |

DUTIES AND RESPONSIBILITIES:

- Assists with events by coordinating RSVPs, compiling and maintaining mail/email lists
- Coordinates the Foundation annual scholarship program
- Maintains filing system and databases
- Answers public inquiries relating to the Foundation

- Orders supplies and materials for various Foundation initiatives such as Food for Thought campaign
- Performs marketing activities such as maintaining social media accounts, e-newsletters, website updates etc.
- Assists Executive Director with grant writing and reporting

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Post-secondary degree or an equivalent combination of training and experience (non profit experience an asset)
- Intermediate knowledge of computer programs (such as Microsoft Office 365)
- Ability to use judgment in applying established methods and procedures.
- Ability to communicate effectively using tact and discretion in the explanation and clarification of information within the limits of established methods and procedures.
- Good knowledge of business English, punctuation and spelling.
- Ability to multi task and work on various projects at a time.
- Ability to work flexible schedule to accommodate occasional Foundation events.

OTHER INFORMATION:

- Criminal Records Check required
- Work from home/remote work potential, as per Foundation remote work policies
- Flexible work arrangement supporting employee work life balance

Send Resume and Cover Letter

Attention: Alicia Rempel

Posting Reference: #2021-0002 Operations Coordinator

4875 222nd Street, Langley BC Canada V3A 3Z7

Email: ARempel@lsdf.org

We thank all applicants for their interest, however, only those selected for an interview will be contacted. No phone calls please.