

Office Coordinator Non Profit

Hours: 24 hours weekly

Pay: \$20-22 an hour or remuneration based on experience.

Posting date July 19, 2015

Deadline: August 5, 2015

Upper Island Women of Native Ancestry (UIWONA) formed in 1991 and incorporated as a Non-profit Society in 1993 to provide programs to enhance the lives of women and families of Native ancestry. The principal programs include Early Years Education, Aboriginal Head Start and Friday's Child. UIWONA is also engaged in supplementary projects and cultural programs for seniors and families.

The Office Coordinator will be highly organized, friendly, a team player with excellent verbal and written communication skills. They will be able to successfully complete multiple projects, while prioritizing and managing multiple deadlines in multiple areas. Ability to multitask and interact professionally is essential. Analytical and critical thinking required plus knowledge of the BC Society Act and Non-Profit management. High degree of ethical integrity is essential.

Qualifications:

Associate's Diploma or Degree in business administration, accounting, finance, or other related field; and two plus year's related experience and/or training; or equivalent combination of education and experience required.

Previous bookkeeping with sound knowledge of Financial Statements, budgets and year-end adjustments required.

Criminal Record check is required.

Skills & Abilities:

- Computer software skills: Quick Books, Microsoft Outlook, Word, Excel, PowerPoint, Adobe, and Database and Social Media management. Graphic design an asset.
- Broad spectrum of functions: including volunteers recruitment and training, overseeing project leaders, administrating office contracts, banking, monitoring financial assets.
- Oversee planning, organizing and managing of the various activities within the UIWONA office and projects including fund raising events.
- Knowledge of resources for women, children and families and Aboriginal culture desired.
- Experience in non-profit grant writing and fundraising, media releases and working with a Board of Directors.
- Ability to liaise between Program Supervisors/Administrators and Board of Directors.
- Ability to set priorities and meet deadlines.
- Previous HR and volunteer management experience an asset.

The scope of responsibilities is closely dependent on qualifications and level of expertise.

Contract position is an option

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