



**Position Title: Administration Coordinator**

**Reporting Relationship: COO**

**Location: 168 East Pender Street**

## **Role Overview**

The Vancouver Chinatown Foundation is seeking an Administration Coordinator with outstanding organizational skills, exceptional attention to detail, strong judgement, and is an accomplished multitasker comfortable in a fast-paced environment. We can promise you no two days will be the same. The work is challenging but rewarding.

This position provides the administrative support required to meet the Foundation's overall goals and objectives and directly reports to the COO and will support the Senior Leadership Team.

## **Responsibilities:**

- Supports the operational needs of the COO and Senior Leadership Team to ensure operations are efficiently and effectively executed
- Manages human resource duties including but not limited to completion of the hiring process, onboarding new hires, and maintains employee records (including Record of Employment, Vacation Register, and benefits)
- Supports the COO with the development of HR documentation in accordance with VCF policies and procedures and in compliance with BC *Employment Standards Act*.
- Supports the day to day needs of the COO and Senior Leadership Team including coordinating and planning meetings and event logistics (onsite and offsite), briefing notes and materials; drafting meeting minutes; preparing follow-up deliverables; and maintaining accurate and current data in the relationship management database
- Liaises between departments and committees to successfully complete tasks and projects requested by the COO
- Manages inquiry email accounts and occasionally support website updates
- Composes and/or edits a variety of documents including highly confidential correspondence, memoranda, agreements and proposals
- Attends meetings as requested, takes meeting minutes, and follows up on action items, commitments, and deliverables.

## **Qualifications:**

- Post-Secondary degree preferred
- 3-5 years of experience in a similar role
- Proven ability to maintain composure when handling complex issues with sudden changes and competing priorities and short notice changes
- Strong organization and administrative skills, capable of working independently with minimal direction
- Ability and experience to effectively support boards and senior level management
- Ability to assess sensitive and/or confidential matters and manage with discretion
- Organized and meticulous with follow-up detail



- Excellent judgment and problem-solving skills
- Must be proactive and anticipate needs, and capable of mitigating issues
- Extensive technical skills with Office products and Google Suite
- Exceptional flexibility and adaptability to an ever-changing work environment
- Excellent English language skills (written and oral).

**Background:**

The Vancouver Chinatown Foundation is a registered charity founded in 2011 to honour a culture and community established in Vancouver over 100 years ago and is dedicated to building a more resilient and inclusive community by promoting the wellbeing of those in need while preserving Chinatown's irreplaceable cultural heritage. We have a vision of a prosperous, vibrant, and inclusive Chinatown, where people come to live, work, and play. Our ongoing projects focus on creating a lasting, positive impact such as affordable housing, seniors housing, and cultural and economic development.

**What we offer:**

- Full benefits package
- Competitive salary
- Meaningful work with a social purpose
- A sense of belonging among caring and trusted colleagues
- The potential to develop your position and professional goals
- A diverse working environment in the heart of historic Chinatown

Working at the Vancouver Chinatown Foundation is about joining a dynamic passionate team focused on creativity and innovation to revitalize Chinatown in the city of Vancouver.

This is an in-office position with office hours of 9:00 to 5:00, Monday to Friday. Some flexibility in scheduling to support evening and weekend work may be required and will be discussed in advance.

We are committed to equal employment opportunities regardless of race, colour, religion, national origin, sexual orientation, age, marital status, disability, gender identity, or Veteran status.

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.