



Cedar Cottage Neighbourhood House

4065 Victoria Drive, Vancouver, BC V5N 4M9 Tel: 604-874-4231 Fax: 604-874-7169
www.cedarcottage.org

Employment Opportunity: (Internal/External Posting)

Position: Administration Assistant (Admin 1)

Cedar Cottage Neighbourhood House is looking for an **Administrative Assistant** to be an integral member of Cedar Cottage Neighbourhood House Operations team. This position will be responsible for various administrative and operational functions that support program delivery such as child care registration, event promotion, information and referral services and space use.

Specific areas of responsibilities include:

- **Child Care Administration:** Works as part of a team to support all program related administration child care registration, filing, purchasing, billing, information and referral and activity coordination (such as organizing meetings).
- **Records Management:** Support for filing, data management, contract management.
- **Front Office and Facility Management:** Activities include responsibilities related to the opening and closing of the facilities and the front desk as well as activities related to promotion, marketing, information and referrals, facilities and operations.
- **Human Resources Management:** Support for payroll, benefits and absentee reports.
- **Neighbourhood House Duties:** Able to support events and activities as part of our neighbourhood house.

Qualifications: Qualifications include:

- Post Secondary education or equivalent experience in administration or office management.
- Experience in child care, records management, data entry, activity leadership and information and referral services.
- Must have excellent computer skill (Macintosh computers), knowledge of Microsoft Office and experience database management programs
- Knowledge of community resources and ability to do research on external resources
- Excellent customer service, interpersonal communication and listening skills.
- Well developed interpersonal skills, including both written and oral communication
- Experience working in a diverse, inclusive, team based environment
- Must have or willing to learn about Neighbourhood House work.

Resumes to: Cedar Cottage Neighbourhood House, 4065 Victoria Drive, Vancouver, BC V5N 4M9
Email: hroperations@cedarcottage.org

Closing Date: October 10th, 2018

Hourly Wage: \$18.10

Terms of Employment: 25 hours per week (flexible hours that could include Saturdays)

We thank all applicants; however only those short-listed will be contacted

We are an equal opportunity employer

* Must be eligible to work in Canada

Programs at Cedar Cottage Neighbourhood House are funded by:
City of Vancouver, KKNW Orphan's Fund, CAPC, MCFD, Service Canada, United Way, VCH, Vancouver Foundation

Association of Neighbourhood Houses of BC
Member Houses: Cedar Cottage, , Frog Hollow,
Gordon House, Kitsilano, Mount Pleasant, South Vancouver and Sasamat Outdoor Center