



# 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 engaged, energetic, responsible and reliable individual to be an integral member of our 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, childcare registration, filing, purchasing, billing, information and referrals and activity coordination (such as organizing meetings).
- Records Management: Support for filing, data management and 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:

- Post secondary education or equivalent experience in administration or office management.
- Experience in childcare, records management, data entry, activity leadership and information and referral services.
- Must have excellent computer skill (Macintosh computers), knowledge of Microsoft Office, ACCPAC and experience in 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](mailto:hroperations@cedarcottage.org)

**Closing Date:** July 26th, 2019

**Hourly Wage:** \$18.10

**Terms of Employment:** 20 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, CKNW Orphan's Fund, CAPC, MCFD, Service Canada, United Way, VCH, Vancouver Foundation



### Association of Neighbourhood Houses of British Columbia

Member Houses: Alexandra, Cedar Cottage, Frog Hollow, Gordon House, Kitsilano,  
Mount Pleasant, Sasamat Outdoor Centre and South Vancouver



**United Way**  
Lower Mainland