



Information, Referral and Office Administrator, Central Services (Internal/External Posting)

The Association of Neighbourhood Houses of British Columbia (ANHBC) is seeking an energetic and detail-orientated individual to join our team as our in-office part-time (21 hours/week) **Information, Referral and Office Administrator** at ANHBC Central Services. Incorporated in 1894, ANHBC is a charitable non-profit that operates eight neighbourhood houses and an outdoor centre in the Lower Mainland. Our Central Services office is an active hub providing support across ANHBC and to three other related organizations. We are an inclusive, anti-racist and welcoming organization, and are looking for someone with the same values.

The right person for this position is organized, friendly, quick on their feet and able to manage time and priorities. They will work well with staff and volunteers from various backgrounds. The Information, Referral and Office Administrator will be responsible for duties in these key areas:

Reception, Information and Referral Services

- Greet guests and manage the main switchboard for ANHBC Central Services
- Provide information and referral services to public and internal enquiries, keep related online information current, and generally keep website and social media current
- Develop graphics for social media and presentations
- Keep up-to-date contact lists and organizational information for ANHBC, the Alexandra Foundation and the Alexandra Housing Society

Office Support and Record Keeping

- Respond to correspondence of a routine nature from within ANHBC and from the general public
- Arrange, coordinate and maintain office services, such as technical support, janitorial and security services
- Maintain manual and electronic filing systems
- Manage petty cash, credit card reconciliation and code incoming invoices for payment

Meetings, committees and events

- Book meeting rooms, arrange for catering, set up equipment, prepare materials packages
- Provide scheduling and secretarial support, take minutes and provide other support as assigned
- Sort, compile and forward incoming enquiries, applications, requests for bursaries and grants pertaining to the Alexandra Foundation for Neighbourhood Houses

Qualifications:

- Two years of related office experience; experience in a charitable non-profit organization is a definite asset
- Proficient in Microsoft Office, Internet applications and comfortable with a range of technologies and applications
- Excellent verbal and written communication skills in English
- Experience with graphic design and social media
- Team and customer oriented; demonstrated interpersonal skills
- Must be physically fit to lift, set up and take down heavy objects up to 20 pounds
- Must have a valid BC driver's license

Closing Date:

November 5, 2021

Hourly Wage:

ANHBC Band 8A, \$20.45/hr

Terms of Employment:

Regular part time position at 21 hours per week, in office

Submit cover letter and resume to:

Carly Geistlinger, Operations Director
Association of Neighbourhood Houses of British Columbia
#203 – 3102 Main Street,
Vancouver, BC V5T 3G7
Email: cgeistlinger@anhbc.org

ANHBC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying. Our total compensation and benefits package reflects our commitment to our staff and their family.

We thank and acknowledge all applicants and will proactively contact those selected for interviews.