



Alex House

ALEX HOUSE
Manager, Facilities & Special Events
(Maternity Leave: 12-18 Months)

With respect, Alex House operates on the stolen land of the Coast Salish Nations, the Semiahma (Semiahmoo), q̓íçəy̓ (Katzie), and q̓ʷa:n̓l̓ʷən̓ (Kwantlen) Nations

Welcome Bienvenue Chào mừng Quý Vị ਜਯਾਇਆ ਼ੁ Bienvenidos 환영합니다

Alex House is a member of the Association of Neighbourhood Houses of British Columbia, a non-profit community-based organization est. in 1894. Alex House operates multiple sites in South Surrey White Rock, with our main facility in Crescent Beach, where we operate on the stolen and occupied land of Semiahmoo Nation. The Crescent Beach site houses our Retreat & Event Centre, 4 child care classrooms, and hosts community programs in a facility with buildings that range in age from 1940's to 1990's. Alex House is committed to decolonizing our approach, while ensuring an anti-racism approach. Vision – Contributing to a vibrant, inclusive and caring community.

Alex House (Alex NH) is looking for a community minded person who is responsible for ensuring the effective development, and implementation of a variety of administrative activities and initiatives, under the direction of the Director, Core Operations. The Manager, Facilities & Special Events, manages the administrative systems and sales functions of an active community organization, which has a *primary* location that functions as a retreat/conference centre, camp, program site and administrative centre, and *off-site* office locations through which the organization provides community programming. **This position will be located at our main office in Crescent Beach, Surrey and is a 12-18 month maternity leave contract.**

Duties & Responsibilities:

1. Ensure high standard implementation of administrative, scheduling/booking, bookkeeping and customer service aspects of external rental/catering activity for short-term overnight rentals, day rentals and long-term program rentals, including ensuring appropriate rental agreements, invoicing and follow-up for all rental groups.
2. With available resources, plan, implement and evaluate marketing efforts to support rental and catering activities, with the goal of increasing revenues.
3. Oversee and make the purchase of office/administrative supplies and equipment, and oversee and make the purchase of food service/catering equipment/supplies in collaboration with Alex House staff responsible for food programs.
4. Plan for, implement, manage and monitor overall office/administrative systems, resources and procedures, collaborating with other staff where required.
5. Train and supervise volunteers, in collaboration with other relevant Alex House staff responsible for volunteer management relating to sales and administration.
6. Advanced level of computer skills in all key Microsoft Office suite, particularly in Word, Excel, PowerPoint, Outlook and Publisher; PDF Adobe, MAC computers
7. Experience working with online platforms and tools, such as Squarespace, Google Drive
8. Experience working with a computerized HRIS system such as ADP, ACCPAC, WFN, Filemaker Pro
9. Excellent data entry skills in both speed and accuracy essential
10. Other duties as required.

Submit Resumes to:

Rita Frederiksen, Director, Core Operations
rfrederiksen@alexhouse.net Please no phone calls.

Closing Date:

July 31 or until the right candidate is hired

Hourly Wage:

Band OP3 \$25.78-27.62

Terms of Employment:

35 hours a week

Successful candidate is expected to start August 1, 2024

*** We thank all applicants; however only those short-listed will be contacted**
We are an equal opportunity employer