

Job Posting for Administrator

Position Overview

Start date: June 11, 2018

End date: April 2020

Hours of Work: 10 hours a week

Location: BC Lower Mainland

Salary: \$25.00 per hour

This position will support the activities of Women Transforming Cities (WTC) and the Status of Women Canada-funded project, "Action on systemic barriers to women's participation in local government" on which WTC is partnering with the Canadian Research Institute for the Advancement of Women (CRIA W).

Reporting to the Project Manager and the project Steering Committee, the Administrator will assume the following responsibilities:

Office management

- Assisting the Steering Committee with locating and securing an office location for WTC and project operations
- Taking care of all operations associated with the WTC/project office

General

- Making all arrangements for project-related events, including:
 - Finding and booking venues
 - Arranging for catering
 - Ensuring all required materials (flip charts, markers, etc.) are brought to the venue
- Liaising with equipment and service providers
- Other duties as required

Database

- Maintain a current and accurate e-mail distribution list for WTC and project contacts

Publications

- Coordinate printing and distribution of WTC and project-related materials

Communications

- Create project website and update regularly
- Update WTC website
- Contribute to the WTC Facebook Page and Twitter
- Assist with production of regular communication through email distribution tool
- Assist with outreach and promotion of project work and new publications

Steering Committee

- Organize resources for steering committee meetings
- Help plan face-to-face meetings and teleconferences
- Maintain current steering committee contact information, e-mail distribution list and on website

Qualifications

- Experience working in an administrative position with a non-profit organization
- Ability to take initiative and work without direct supervision
- Ability to work as part of a team and also independently
- Ability to meet deadlines and deal with changing priorities
- Strong interpersonal skills
- Very strong writing and communication skills with particular attention to detail
- Demonstrated experience with regular office procedures
- Experience using the following software: Word, Excel, and Outlook
- Experience and knowledge of Wordpress or other website platforms and email distribution tools will be considered an asset
- Relevant education and experience pertaining to the position

Application Process and Deadline

To apply, submit an electronic letter of application, c.v., and three references who can be contacted to rbateman@criaw-icref.ca. Include “Administrator position [your last name]” in the subject line. **Deadline for applications is May 31, 2018 5:00 p.m. PDT.**

For more information on Women Transforming Cities, visit: www.womentransformingcities.org

For the Canadian Research Institute for the Advancement of Women, visit: <http://www.criaw-icref.ca>

For Status of Women Canada, visit: <http://swc-cfc.gc.ca>