



BY COMING TOGETHER. WE'RE NOT ALONE!  
www.fbcyicn.ca

## Administrative Coordinator Position Description

### Do You?

- ✓ Take pride in being highly organized and contributing to social change?
- ✓ Want to support and communicate how well we represent the youth voice?
- ✓ Believe you have a major impact on operations by facilitating the efficiency of others?
- ✓ Like to understand how a business works and find preparing reports interesting?
- ✓ Get energized in a youth-driven culture and a fun loving environment?

Then you've found the right place to apply and grow your amazing administrative skills!

### Who We Are

The Federation of BC Youth in Care Networks (FBCYICN, or the Fed) is a youth-driven, provincial, non-profit organization dedicated to improving the lives of young people in and from care in BC between the ages of 14 and 24.

We were created by a group of young people in care who saw the need for more supports for their peers. That was in 1993, and today we still stay true to their vision. Our programs create a safe space for youth to come together, build connections, identify challenges and feel at home. Throughout the year we host youth retreats, provide bursaries for education and skills development, support youth with training and leadership opportunities and distribute resources and information to young people and their allies across the province.

**Application Deadline: February 23, 2018**

### Job Description

**Position Title:** Administrative Coordinator                      **Reports To:** Operations Manager  
**Charity Village**                      Level 6 Support Staff  
**Category:**  
**Salary Range:** 17.27 (33,670) to 23.02 (44,900), Mid-point 20.15 (39,300) + 6% in lieu of benefits

**Position Overview:** The Administrative Coordinator is responsible for providing strong administrative and office management support in a way that ensures the efficient and effective operation of the Federation of BC Youth in Care Networks (FBCYICN) and all its activities. Key areas of focus include general operations, basic accounting, and practice support.

**Primary Duties  
And Responsibilities:**                      *Reception*

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### **Federation of BC Youth in Care Networks**

Suite 500 – 625 Agnes Street, New Westminster, BC V3M 5Y4 | **Charity Number:** 85751 6702 RR0001  
**Phone:** 604-527-7762 | **Fax:** 604-527-7764 | **Toll Free:** 1-800-565-8055 | **Email:** [info@fbcyicn.ca](mailto:info@fbcyicn.ca)

### Job Description: Administrative Coordinator

- Greets and engages with people in a professional and respectful manner in person and by phone.
- Answers all telephone inquiries and/or transfers calls to the appropriate staff person. Responds to voicemails in a timely manner.
- Responds to emails inquiries and/or forwards emails to the appropriate staff person in a timely manner.
- Distributes daily mail to appropriate staff person. Coordinates outgoing mail from all staff persons.

#### *Operation Support*

- Maintains the organization's calendar of events and deadlines in Outlook and makes sure all team and organization events and activities are noted.
- Maintains a systematic and tidy filing system of all FBCYICN records, including general information, accounting, AGM and board related documents, confidential filing and participant and/or membership information. Archives files annually and reviews them quarterly.
- Ensures the shared drive electronic filing system is organized and current.
- Ensures the database is up to date including participant and/or membership, community organization information, and current contacts.
- Tracks and maintains all office equipment (copier, phones, computers, etc.) and coordinates services when required.
- Tracks and coordinates all office related requests with the property management company and informs the team of building access changes.
- Orders and keeps office supplies organized and tidy.
- Attends organization meetings and takes minutes.
- Takes notes and files AGM documentation and/or board documentation according to legal requirements and/or policies and procedures.
- Assists the Executive Director and/or Operations Manager with processing and maintaining accurate and up to date insurance coverage and organizational memberships.
- Assists the Executive Director and/or Operations Manager to coordinate information needed to prepare quarterly and annual financial and operations reporting.
- Coordinates meeting and/or event particulars as outlined by the ED and/or Operations Manager.

#### *Executive Support Functions*

In special circumstances when executive support is required, the ED will confirm with the staff if they have capacity. If a priority over other projects and/or tasks is required, the ED will inform the Operations Manager who is the direct supervisor for this position.

## Job Description: Administrative Coordinator

- Maintains confidential personnel files and coordinates documents and/or resources required for onboarding new staff, board members and those exiting the organization.
- Tracks fund development activities, and expenditures and is involved in the preparation of funding reports (financial and written) and other activities requested and required to fulfill the terms of grants and contracts received.

### **Primary Duties And Responsibilities:**

#### *Accounting*

- Works with Accountants to track and follow up on all accounts payable and receivables.
- Responsible for invoicing, account coding, checking bank balances, making deposits, managing petty cash, cheque requisitions, etc.
- Prepares and submits payroll summary and reviews pay advices for accuracy.
- Processes Visa statements for accuracy and expense eligibility.
- Coordinates information gathering to support the preparation of year-end financial statements (including taxes) and the delivery and clarification of this information for the Accountants.
- Maintains all accounting files and creates financial policies and/or procedures alongside the Executive Director and/or Operations Manager.

#### *Practice Support*

- Attends all youth retreats / SCM's as an active staff support.
- Participates as required in a staff board working session.
- Attends supervision and performance review sessions as required.
- Provides general support to FBCYICN programs and services.

#### *Other Duties*

- Provides one-to-one support when appropriate and needed to all youth members (ages 14 to 24).
- Oversees volunteers who are providing administrative support and identifies volunteer opportunities for this area of work.
- Executes individual annual work plan as confirmed and adjusted throughout the fiscal year by the ED and/or Operations Manager.

### **Minimal Qualifications Required:**

#### *Education & Experience*

- Post-secondary education in business administration or a related discipline; plus
- 6 months of experience in similar role(s); OR
- Combination of grade 12 and a minimum of 1 year of previous experience in a similar role.

#### *Knowledge, Skills & Abilities*

- Keyboarding at 50 words per minute with 85% accuracy.

## Job Description: Administrative Coordinator

- Intermediate Excel and Word skills, fast database entry skills and the ability to generate reports.

### **Position Assets:**

- Ability to clarify and follow instructions
- Organized, flexible and able to prioritize in a fast changing environment.
- Strong oral and written communication skills.

### **Position**

### **Competencies:**

- |                           |                               |
|---------------------------|-------------------------------|
| 1. Communication          | 4. Functional Acumen          |
| 2. Customer Focus         | 5. Planning and Organizing    |
| 3. Continuous Improvement | 6. Teamwork and Collaboration |

### **Additional**

### **Requirements:**

- Must pass a criminal record check for working with vulnerable people (or proof that one has been completed and is still valid).
- First Aid Level 1 certificate or willingness to acquire one.

### **Working Conditions:**

General office environment; sitting for long periods and use of computer. Some evening and weekend work is required to meet the needs of the membership. Travel throughout BC and possibly Canada is required. The team member will be expected to follow FBCYICN policy & procedures, employee handbook, and other relevant agreements created by the staff team.

Send a cover letter and resume (as separate documents) to [info@fbcyicn.ca](mailto:info@fbcyicn.ca) with your full name and 'Administrative Coordinator Application' in the subject line. All interest is appreciated. Due to high volume of applications we will review only those applications that include a cover letter that succinctly summarizes:

- In bullet form, **two** examples of relevant key accomplishments that show how your work experience fits any of the 'Minimum Qualifications Required.'
- The reason why you want to join the Federation and be considered for the role.
- Where you saw the job ad (Federation of BC Youth in Care website, Facebook, Indeed, Charity Village, FCSSBC website, or personal referral).

*Applicants must have or be willing to get, a criminal record check for working with vulnerable people and First Aid Level 1.*