

**Position Title: Administrative coordinator**

Location: Nanaimo Women's Centre, Nanaimo BC

Part-Time (based on funding)

*The Nanaimo Women's Resources Society (NWRS) is a registered non-profit organization for educating the public and proposing policy on women's rights and equality. We provide a resource and referral service to help women improve their social, economic, and political status.*

**Job Summary:**

This position requires knowledge of the dynamics of violence, poverty, and women's experiences and how these dynamics interrelate to substance misuse, mental disorders, and the effects of homelessness. The Nanaimo Women's Center emphasizes a harm reduction model with few barriers to access. Candidates for this position must be able to work with and accept the survival behaviors of clients, and respect people's choices in regards to mental health treatment and substance use. The support worker will participate with clients and an extended network of service providers in the implementation of service plans.

**Duties:**

To contribute to the overall development and functioning of the Nanaimo Women's Resources Centre (here after referred to as the Centre), working primarily to support the Executive Director, and in cooperation with other staff to provide feminist based resources and referrals, programs and safe space, under the general terms of the centre. The Administrative Coordinator shall use her skills of organization, analytical thinking, and self-initiative to contribute to the overall functioning of the centre in these three areas: organization and administration, research and development, and practical participation in the daily operation of the centre.

- Organization and administration: Duties include (but are not limited) to such tasks as

- Maintaining office file system: electronic and hardcopy
  - Maintaining the database and generating reports for funders.
  - General correspondence to stakeholders and invested parties; including working on the quarterly newsletter, news bulletins, and media communications
  - Updating the Webpage
  - Training and overseeing volunteers

- Research and development: Duties include (but not limited) to such tasks as

- Notifying Media, clients, and other interested parties of upcoming Centre programs

Aiding in the general setup and organization of Centre programs  
Provide support for the completion of reports to funders, community stakeholders, and government organizations with tasks such as data entry, formatting, proofing and other writing requirements  
Calls attention to related reports, current news and policies to staff, responds to inquires as necessary

- Participate in daily operations of office: Duties include (but not limited) to such tasks as

Monitors incoming calls and contacts  
Responsible for ordering supplies and  
Contributing to a safe environment and productive space in the centre

### **Skills and Abilities:**

- Commitment to and understanding of issues related to women and diversity
- Demonstrated collaboration and experience with community organizations and volunteers
- Strong oral and written skills
- Accurate record keeping
- Conflict resolution skills
- Risk management
- Volunteer Coordination

### **Requirements:**

- A combination of post-secondary education (Degree or Diploma in a related field), training, and experience
- Experience in writing and recordkeeping
- Experience in non-profit organizations
- Availability to work a flexible schedule in response to agency needs, may include occasional evening and/or weekend hours
- Independent and enthusiastic
- Passionate about issues of women