

## JOB POSTING

\*\*This is a new position and subject to mutual consent between the employer and the union as per Article 23\*\*

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| <b>POSITION TITLE:</b> | Program Assistant, Events and Facilities   |
| <b>CLASSIFICATION:</b> | Office and Program Assistant   |
| <b>WAGE RATE:</b>      | \$23.45-\$27.85 per hour   |
| <b>HOURS:</b>          | Thirty-five (35) hours per week (including some evening and weekend work and travel to the Vancouver Island) |
| <b>START DATE:</b>     | January 22, 2018   |
| <b>REPORTS TO:</b>     | General Manager  |
| <b>LOCATION:</b>       | Vancouver office   |
| <b>CLOSING DATE:</b>   | December 22, 2018  |

### GENERAL DESCRIPTION

The Co-operative Housing Federation of BC (CHF BC) is a member-driven organization that is the go-to hub for all things related to co-operative housing. Housing Central is a partnership of key players in the community housing sector that will drive public, policy, and media awareness of housing issues and deliver world-class education and events to support a vision of a safe, affordable home for everyone.

The Program Assistant, Events and Facilities (the “**Assistant**”) is part of a diverse team that is united around a shared commitment to serve members and contribute to the success of CHF BC and Housing Central. S/he is responsible for planning and coordinating the logistics of CHF BC events and activities designed to serve the Federation’s members and add value to their membership in CHF BC. Additionally, the Assistant acts as the primary contact for office facilities and equipment management and ensures the effective running of Housing Central’s offices.

### KEY RESPONSIBILITIES

- Demonstrates a member-focused approach in planning and organizing logistics for CHF BC’s events and conferences in Greater Vancouver, on Vancouver Island, elsewhere in the province

- Ensures that CHF BC events, conferences and activities include efforts to promote all of CHF BC's programs and member services
- Works with the Housing Central team to coordinate CHF BC's presence and reflect the co-op housing agenda at the annual Housing Central Conference
- Working with the accounting department, provides administrative support to the management team to monitor expenditures, collect receivables, and code and process staff and board expense claims and invoices
- Provides updates to the management team, anticipating problems that may arise that will impact CHF BC's relationship with partners and contracted professionals
- Schedules meetings, coordinates use of meeting rooms, and makes necessary arrangements, including facilities and catering, to ensure successful meetings of CHF BC and related entities
- Takes and distributes minutes for assigned committees or other groups
- Screens calls, online inquiries and visitors to determine the nature and priority of the inquiry, directing them to the appropriate resource for response
- Liaises with office landlord, partners and related entities and other building tenants to ensure the safe, efficient operation of the office premises in Vancouver and Victoria
- Ensures that the offices are properly supplied, equipped and maintained to support the optimal operation of CHF BC
- Provides reception relief, in the absence of the receptionist
- Assists in making travel and related arrangements for CHF BC staff, directors and contractors for CHF BC events and services
- Assists in the maintenance of CHF BC's database and website as required
- Provides general administrative support, as required, to CHF BC's management team and program directors
- Performs other related duties as required

## **KNOWLEDGE**

- Post-secondary diploma in office administration, event planning or equivalent experience
- Minimum of 5 years' of recent office administration experience
- Knowledge of event planning, public relations and marketing principles and practices
- Knowledge of contract management protocols and processes
- Knowledge of effective business communication techniques and the use of visual aids to improve reports
- Minimum of 5 years' experience working with complex documents using the Microsoft Suite of Applications

## **SKILLS**

- Excellent writing, proof-reading and presentation skills
- Excellent time management and prioritization skills
- Strong multi-tasking and organization skills
- Effective problem solving and conflict resolution skills
- Ability to understand financial data and draw conclusions

## **ABILITIES**

- Demonstrated ability to communicate effectively with spoken and written English
- Ability to take initiative and make independent decisions
- Demonstrate a willingness to be flexible and adaptable to changing priorities
- Ability to effectively establish and build professional working relationships crucial to CHF BC's and Housing Central's success
- Ability to perform at a high level in stressful situations
- Ability to communicate well with people in writing and in person with the goal of achieving goals and resolving conflict
- Ability to communicate sensitively and effectively
- Must be analytical, well organized and have the ability to switch tasks quickly

## **OTHER JOB REQUIREMENT**

- Travel is required in the lower mainland and Vancouver Island
- Ability to attend evening meetings in Vancouver and on Vancouver Island is mandatory
- Ability to interact with board members

Interested applicants should email [miversen@chf.bc.ca](mailto:miversen@chf.bc.ca) with cover letter and resume.