

Job posting – Administrative/Development Coordinator – July 2021

WITS Programs Foundation (WPF) is a charitable non-profit society that offers Canada’s national bullying-prevention programs WITS/DIRE and LEADS/MENTOR, administers the Canadian Kindness Leaders project, organizes activities for Pink Shirt Day, and more. We are seeking an Administrative/Development Coordinator to help support the organization in delivery of our impactful programs. We hire based on the person who is the right fit, and we want to find the best match between our range of needs and what prospective employees can offer. Find out more about WPF at www.witsprogram.ca.

Job Title: Administrative/Development Coordinator

Job Location: Victoria, British-Columbia, 75% or more in our Esquimalt office in normal times, mostly or entirely work from home during COVID-19 restrictions as needed.

Job Description:

Reporting to the Executive Director, the Admin/Development Coordinator is responsible for, but is not limited to, management of information and the office, donor and partnership stewardship, support for the Executive Director and Board, research and assistance in grant applications, as well as other support duties related to WPF initiatives.

This position involves:

- Providing administrative support to Executive Director, program managers and the WPF Board
- Coordinates the preparation and organization of documents, presentations, and correspondence including reporting and maintaining good relationships with partners and donors
- Participating in team meetings & planning, especially the fundraising team
- Overseeing office inventory, supplies & furnishings, purchasing as necessary
- Maintaining databases and distribution lists as requested
- Supporting the tracking, coding, and submission of financial records
- Providing professional customer service and general information to stakeholders, both by telephone and in person as required
- Assist with coordinating events and activities
- Contributing to a healthy and safe working environment

Desired Qualifications and Skills:

- 3 years of related experience or equivalent combination of education and experience in office administration
- Excellent interpersonal skills, including handling interactions with the public, clients, and colleagues
- Strong time management, organizational, and problem-solving skills
- Knowledge of and experience with fundraising strategies
- Intermediate skills and extensive experience with existing systems and core software applications, including Microsoft Office suite (e.g., Word, Excel, PowerPoint, etc.)

- Ability to work both independently with minimal supervision and as a member of a team
- Quick learning and ability to prioritize and multi-task
- Strong verbal and written communications skills in English, including telephone and email etiquette
- French communication an asset
- Knowledge of elementary school environments and challenges an asset
- Some financial background an asset

If you think you are a good fit for our organization, let us know! WPF is an equal opportunity employer, based on inclusion, cooperation, and open communication. We strive to provide the flexibility necessary for our staff to perform at their best.

The final job description will be a combination of task descriptions based on the person who is the right fit: we will also consider other areas where you excel. We are a small and growing organization. In this work environment it is important for all team members to help develop policies and procedures, and to do whatever is necessary, sometimes shifting gears quickly. Through it all, a passion for kindness is essential.

WPF has employee benefits, flexible hours, work-from-home options, and endless warm & fuzzy feelings from having such a worthwhile job. Also, protocols considering COVID-19 are currently in place.

Compensation: \$23 - \$26 per hour based on skills and experience. Benefits package available after 3 months' employment.

Start Date: negotiable, late August 2021

Term: After a 3-month probation, this position is permanent at 28 to 35 hours per week based on employee's preference and work availability. Number of hours per day is flexible with working hours between 8:30 to 5:30 pm weekdays.

Apply by sending in your resume and cover letter to:

Renée Cenerini, Program Manager & HR advisor, pmgr@witsprogram.ca

Closing date: July 30, 2021