

Job Posting

Administrative Coordinator **Confident Parents, Thriving Kids – Anxiety Program (CPTK-A)** **Victoria, BC**

About the Role

We are seeking a full time Administrative Coordinator to provide administrative support to the CPTK-A Program Manager and program team. The successful candidate will manage the day-to-day business operations of the office, provide support to the Victoria based managers and coordinate logistics for meetings, conferences and other events. The position involves acting as the Victoria office point person on various administrative and human resource (HR) matters. This will involve working closely with Human Resources to ensure compliance with HR policies and procedures as well as with the Payroll Administrator, both located at CMHA BC Division in Vancouver

Responsibilities

Administration:

- Provide confidential administrative support to the CPTK-A Program Manager and team
- Facilitate the ongoing development and review of office systems and administrative efficiency and recommends improvements as applicable
- Organizes and provides administrative services at various meetings
- Oversee maintenance and troubleshooting all office equipment
- Perform general office duties required for smooth day-to-day operations of the office.
- Informs the CPTK-A Program Manager of issues within the various departments and offices.
- Co-ordinates logistics for different Committee meetings including travel arrangements, equipment needs and catering.

Human Resources

- Liaise with HR at CMHA BC Division to post jobs, coordinate communication with candidates and schedule interviews
- Liaise with Payroll to process new hire, termination and leave documentation
- Processing Criminal Reference Checks
- Process documentation and prepare reports relating to staff activities (staffing, recruitment, training, etc.)
- Maintain the Staff Directory, updating on a regular basis
- Provide assistance in updating HR processes and documents
- Other duties as required.
- Apply the Agency's Diversity Lens and Framework for Support in all assignments associated with this role.

Qualifications & Experience

- Completion of a post-secondary degree/diploma in Business Administration and/or equivalent experience
- Minimum of three years' experience in relevant role
- Well-developed administrative/management skills to organize, administer, evaluate office support functions
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands,
- Professional written and communication skills with proven ability to communicate effectively with staff, volunteers, and other partners
- Superior skills in Word, Excel, PowerPoint and electronic filing systems, with an aptitude and willingness to learn new software and other relevant applications and technical/ office equipment
- Ability to develop options and/or recommendations to resolve issues
- Superior organizational skills that reflect the ability to perform and prioritize multiple tasks
- Ability to work effectively both independently and as part of a team
- Experience and/or demonstrated interest in the work of non-profit organizations in the health or mental health sectors in particular.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment.

Working conditions

- This full time (37.5 hours a week) position is located in the heart of downtown Victoria in a heritage building close to bike paths
- Flexibility to travel occasionally if required
- There may be occasions where there will be a requirement to be available in non core hours relative to assignments including some evening and/or weekends.

HOW TO APPLY:

Please submit your resume along with a cover letter, in **PDF format**, clearly documenting how you satisfy the requirements outlined in this job posting to human.resources@cmha.bc.ca by 5 p.m. June 6th, 2019 We regret that only short-listed candidates will be contacted to schedule an interview.

Given the intended reach of this program, we are actively seeking applications from First Nations, Inuit, and Metis people. We encourage you to self-identify in your application.

ABOUT US:

Founded in 1918, The Canadian Mental Health Association (CMHA) is a national charity that helps maintain and improve mental health for all Canadians. As the nation-wide leader and champion for mental health and addiction, CMHA helps people access the community resources they need to build resilience and support recovery from mental illness and/or addiction.

We are an equity employer and encourage applications from women, persons with disabilities, members of visible minorities, First Nations, Inuit, and Metis people, people of all sexual orientation and genders, and others who may contribute to our further diversification.