

McCreary Centre Society

Job title: **Administrative Assistant/YAG Coordinator**

Office Base: 3552 East Hastings Street, Vancouver

Reports to: Executive Director

Hours of work: 37.5 hrs per week – may include occasional evening and weekends
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Salaried/Hourly: Hourly

Job summary: The position involves a variety of administrative and care taker duties including, but not limited to, reception, filing, maintaining records, liaising with contractors and suppliers, minute taking, supporting a variety of McCreary research and youth engagement projects, and supporting McCreary's Youth Action and Advisory Council's granting program.
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Job roles and responsibilities:

Duties will include:

1. Providing administrative and additional support to the Society's various projects and activities
2. Front desk reception – answering and directing phone calls, collecting and distributing mail and faxes, greeting visitors, organizing out-going mail and couriers
3. Maintaining office equipment, keeping common office areas and supply/storage areas tidy, organized and prepared.
4. Maintaining and updating the organization's webmail accounts and mailing lists.
5. Troubleshooting and dealing with minor tech issues
6. Ensuring the fulfillment of McCreary's environmental procedures
7. Supporting the Youth Action Grant program
8. Liaising with service providers
9. Taking lead responsibility for the administration of meetings, including taking minutes, preparing AV equipment, and purchasing food as required
10. Coordinating Youth Action Grant meetings
11. Coordinating building repairs and maintenance.
12. Ensuring cleanliness and safety of front sidewalk, parkade and back parking lot
13. Liaising with tenants regarding building maintenance issues
14. Light maintenance duties such as changing light bulbs
15. Ensuring compliance with city requirements for building and workplace hazards
16. Other duties as assigned by supervisor

Job qualifications/requirements:

- Excellent attention to detail
- 2 years experience of office administration preferred

Other requirements:

- Travel: May require travel within Lower Mainland
- Valid driver's license: Preferred
- Access to vehicle: No
- Security Clearance: Approved security clearance including criminal record check
- First Aid cert: Yes

I have read and understand the requirements of this position. I have read the Society's policies and procedures and agree to abide by these.

_____ Date: _____