

## **Administrative Coordinator**

The Nature Trust of British Columbia is a leading non-profit land conservation organization dedicated to protecting critical habitat for wildlife, fish and plants in BC. Since 1971, we have secured 178,000 acres of ecologically significant land.

The Nature Trust of British Columbia (NTBC) is looking for an enthusiastic and motivated Administrative Coordinator to join the team. This position acts as the primary administrative support position for The NTBC. Duties include reception, assistance to the CEO and other staff, office organization, office equipment management and maintenance, and assistance with IT support.

This is a full-time permanent in-office position based in Vancouver, BC.

The Administrative Coordinator will report directly to the Director of Finance. As this position has very diverse duties and offers support to the entire office, direction will often be given by other staff members, as well.

### **Duties and Responsibilities**

#### **Administration:**

- Act as the front line ambassador for the NTBC, including answering phones and reception duties
- Handle incoming and outgoing mail
- Arrange courier service, with emphasis on cost management
- Manage and monitor email accounts; respond to queries or forward to relevant staff as required, and deal with spam email
- Maintain mailing distribution and contact lists; make sure they are accurate and up-to-date
- Type, edit, prepare, and mail a variety of correspondence
- Assist with updating internal manuals
- Assist with hard and soft copy filing
- Assist with tracking for service contracts, property tax assessments, tenant lease agreements, fixed assets, etc.
- Updating daily cheque record
- Make in person bank deposits and cheque deliveries
- Provide support for fundraising events
- Carry out other duties as requested by staff and Board members

#### **Executive Assistant:**

- Provide administrative support for CEO, including preparing expense reports, and other assistance as required
- Collate the quarterly Board of Directors meeting package (hard and soft copies) and upload Board meeting package to online portal
- Assist the Board of Directors and NTBC Executives with travel bookings

- Book off site meeting space for Board and Staff meetings
- Order catering for Board and Staff meetings
- Coordinate bookings for the Boardroom and conference calls
- Maintain organizational calendars
- Assist with staff recognition

**Office:**

- Ensure the office is tidy, arrange for removal of unwanted office items, ensure printer is stocked with paper, etc.
- Order office supplies and materials, and pick up kitchen supplies
- Manage postage meter and maintain postage meter balance
- Provide support in the use of any electronic equipment (i.e. projector, photocopier, etc.)

**IT and Phones:**

- Order new computers as required; in conjunction with IT provider, ensure network capabilities and programs are installed and working properly prior to delivering to staff
- Ensure email addresses are created for new staff
- Monitor the backup of the NTBC file server, email server, GIS data server and Raiser's Edge data server, ensuring they are up-to-date and accurately backing up daily, weekly and monthly
- Troubleshoot for IT, office software programs, and all office/electronic equipment
- Check email spam filter regularly
- Act as in-house IT point person and work with IT consultant for IT and computer issues
- Upkeep and programming of the phone system
- Manage staff cell phone plans with emphasis on cost management

**Qualifications:**

You must have a positive attitude, have demonstrated leadership skills, be a team player, have a constant desire to learn, be well organized, and be able to work in a fast paced environment with a focus on quality.

- 3+ years' experience in a similar administrative role
- Excellent organization and communication skills
- Demonstrated ability to work independently and prioritize tasks
- Competency in the use of office equipment, including printer, postage meter, phone systems
- Pleasant, professional behaviour, using absolute discretion in all duties and transactions

You must be legally allowed to work in Canada and reside in or willing to relocate to Metro Vancouver.

Please forward your résumé and cover letter by April 18, 2022 to Allison Roersma, Operations Manager, at [hr@naturetrust.bc.ca](mailto:hr@naturetrust.bc.ca) with the subject line Administrative Coordinator. In your letter, please address how you meet the qualifications identified above and your salary expectations.

Thank you for your interest. Applications will be reviewed as received, and the position filled as soon as possible. Only those short listed for the position will be contacted.