

# IMPACT



Serving the communities of Abbotsford and Mission since 1988  
www.impactabby.com, 604-853-1766, Fax: 604-853-1793

**Job Title:** Community and Administrative Coordinator

**Employment Type:** Full-Time, Permanent (30 to 37.5-hours)

**Closing Date:** October 20, 2017 (Send cover letter **and** resume as **one PDF file** to [brian@impactabby.com](mailto:brian@impactabby.com))

**Start Date:** ASAP

**Pay Rate:** \$18-23/hour, based on qualifications and experience + extended benefits and RRSP contribution.

**Position overview:** The Community and Administrative Coordinator works closely with the Executive Director to keep all the organization's balls in the air both administratively and with opportunities to coordinate and co-ordinate the fundraising, development, delivery and evaluation of community-based projects, as they arise.

### Key Qualities:

- Self-motivated and passionate with an understanding of boundaries, ethical decision-making processes, and strong habits of bouncing around ideas (internally, with colleagues, with participants & stakeholders) until there is clarity about the way forward.
- Experience modelling and holding space for collaborative processes, especially with an anti-oppression lens that is aware of social power and ways to gently address manifestations of power imbalance while keeping people safe, and moving things along.
- Dependable, organized and detail-oriented.

### Administrative tasks/skills/experience:

At the start of the job, we will be doing a full scan of our existing administrative workflow, exploring ways to automate and streamline all procedures (strong skills in MS Office – Word, Excel and possibly Access).

- Bookkeeping (coordinating with our contracted accountant & auditor – using Simply Accounting).
- Payroll, bill paying and deposits (twice a month).
- Compiling periodic statistical reports, meeting other contract reporting requirements.
- Keeping organization's supplies and equipment available and in good working order.
- Human resources tasks: Hiring, records checks, orientation, arranging benefits, etc.

### Executive Assistant/Community Coordinator tasks/skills/experience:

- Finding and researching grants and funding opportunities relevant to the mission and vision of the organization, summarizing opportunities for Executive Director, supporting application development processes (timelines, drafting, collecting and compiling relevant information).
- Arranging and confirming meetings, representing the organization, where appropriate, communicating and following up on business arising out of meetings.
- Communicating with organization's board of directors, connecting with potential new partners, posting appropriate content to organization's social media.
- Some meeting facilitation, and knowledge of various collaborative meeting hosting technologies (e.g. Open Space, World Café – training opportunities will be available).
- Some level of familiarity with cultural, evidence-informed, and trauma-informed responses to mental health & substance use issues. Familiar with local organizations and First Nation communities.

### Other Conditions:

Criminal records check required. Must have a valid driver's license and a reliable vehicle that can transport up to three program participants. Travel expenses reimbursed. Be entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**Matsqui-Abbotsford Impact Society is an equal opportunity employer.**

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