

JOB POSTING

Executive Coordinator

About The Federation

Recognized as a voice for community social services to children, youth, individuals, and families in BC since 1982, The Federation of Community Social Services of BC (The Federation) represents diverse, caring and committed member agencies. Our mission is to be “a catalyst for positive change to British Columbia’s social policies and community programs,” in order to support our vision of “a society of strong, healthy individuals and families, and caring, inclusive communities strengthened by comprehensive, responsive, high-quality supports and services.” We are member driven and community focused, working on behalf of the whole sector to develop a strong, sustainable social services system supporting individuals and families.

Job/Position Summary

The Executive Coordinator position exists to provide key support and coordination to the Management Team, and the Board, of The Federation. By creating efficiencies and supporting that team, this position assists over 150 member agencies to continue to deliver the services in their communities.

The position is 37.5 hours per week. The position can be a work from home position. The Federation has an office in Victoria, BC. The position will require 1-2 days of in office work per month. Additional travel may be involved to attend member or Board meetings or Federation conference and events.

Salary is commensurate with experience, range between \$63,000 and \$69,000. Benefits include matching RRSP, competitive benefit package, 3 weeks vacation, and wellness days.

Duties Include

- Administrative and logistical support to a Board of Directors, the Executive Director, and a small leadership team.
- Preparation of presentations, correspondence reports, minutes, agendas, and briefing notes for Federation leadership staff and Board members for use in meetings, committees, press releases or advocacy strategies.
- Working with Executive Director or delegate to create and maintain effective administrative processes.
- Supporting effective communication and administrative supports to assist in compliance with related legislative or other obligations such as Society’s Act, Lobbyist Act, or funder reports.

- Supporting the member agencies to access materials that will support their community missions and services.

Skills and Qualifications Required

- Commitment to inclusive, non-discriminatory, anti-racist and decolonizing practices.
- Maintain a high degree of confidentiality with respect to financial and Human Resources matters.
- Demonstrates professionalism and high degree of organization.
- Very skilled at use of Microsoft office suite.
- Familiarity with setting agendas and taking minutes is an asset.

Posting Closes: April 20, 2023

To apply: Submit resumes and application, quoting “ExCoord” in the subject line, to applications@fcssbc.ca

Only shortlisted candidates will be contacted.