



# Executive Coordinator

PovNet is looking for a passionate, creative Executive Coordinator to lead the organization. Working closely with a dedicated Board of Directors, you manage a small staff team committed to building an online anti-poverty community and to providing advocates with the tools they need to do their work.

## About You

- You're a proven leader in the non-profit sector with experience working with staff and boards.
- You're comfortable with technology, and curious about its potential while being aware of digital literacy and access issues, particularly in rural communities.
- You know that building an online community is as much about warm bodies as about machines, and use your excellent communication skills to build relationships with staff, advocates, partners and funders. You're comfortable in one-on-one interactions with diverse people, in facilitating small groups, and in presenting to large groups.
- You have knowledge of grantors and experience in grant writing and report writing, with demonstrated success in obtaining funding.
- You're committed to social justice and anti-poverty work, and understand the needs and priorities of advocates in British Columbia.

## About PovNet

PovNet is an online community that addresses poverty issues by providing the tools for advocates to network with each other, share information, learn about the legal questions and build the skills they need to do their daily work. This work is done in diverse communities of interest, including people with disabilities, seniors, youth, health networks, intercultural and indigenous communities.

## About the position

- The Executive Coordinator currently works 21 hrs/week at a competitive wage rate with the potential for increased hours depending on funding.
- Excellent benefits package.
- Flexible hours required for attendance at evening Board meetings (5/6 annually) and other events. Occasional travel within and outside British Columbia is required.
- This position is currently based in Vancouver. Candidates who are based in other areas of British Columbia are welcome to apply and will be asked to consider the logistics and other implications of working outside Vancouver.
- For full job description, see <http://www.povnet.org/node/5645>

**Application Details**

Apply with your résumé and cover letter in Word or PDF format to PovNetBoard@gmail.com by Friday, March 20, 2015.

PovNet is an equal opportunity employer and welcomes applications from people with lived experience of poverty and oppression.