



ACCESS
PRO BONO

JOB
POSTING

OPERATIONS COORDINATOR P/T or F/T (ONE-YEAR MATERNITY COVERAGE)

Access Pro Bono (APB) is **seeking an administrative professional with proven experience in the non-profit sector for the part- or full-time position of Operations Coordinator.**

The position is a part- or full-time (32-40 hours/week) one-year maternity replacement and offers a competitive salary, benefits and four weeks of vacation in the first year of employment. It is scheduled to begin January 4, 2016.

Purpose of Job

APB's Operations Coordinator is responsible for the oversight and timely completion of office duties, event planning and fundraising, and provides administrative and operational support to management and staff to ensure the organization's operational efficiency.

Main Duties & Responsibilities

- provide direct administrative support to the Executive Director, Board of Directors and Program Team
- support and troubleshoot communications technology within the organization
- manage hard-copy filing and e-filing with strict confidentiality
- plan, attend and take minutes for all staff, Board of Directors and special event meetings
- organize staff and volunteer recognition events
- draft a variety of documents, including letters, reports, e-newsletters and grant applications
- assist in the planning and preparation of events, conferences and seminars
- maintain and update monthly and year-end program statistics
- maintain donor and newsletter databases
- identify and secure sources for funding, including corporate sponsorships, government grants, and individual donations through telephone fundraising
- travel for special events from time to time.

Qualifications, Experience & Skills

- post-secondary education and/or a certificate in office administration
- 3 or more years of experience in an office administration role
- 2 or more years of experience working for a non-profit organization
- experience in implementing and coordinating events; and in fundraising and grant writing
- high-level of professionalism and confidentiality
- excellent verbal communication and business writing skills
- knowledge of software applications, internet, social media; and the ability to learn new programs quickly
- ability to organize, prioritize, multi-task and meet tight deadlines
- ability to liaise and coordinate with vendors, government agencies, law firms and community organizations
- demonstrated ability to work independently and/or in a strong team environment, and to see projects through to completion with minimal direction
- high level of proficiency with Mac computers and Microsoft Office applications
- knowledge of BC's justice system, court procedures and legal resources is an asset

Interested candidates should respond to Jamie Maclaren, APB Executive Director by 3pm on December 10, 2015 (fax to (604) 893-8934 or email to jmaclaren@accessprobono.ca) with a resume and cover letter, stating salary expectations. No telephone calls please.

Although we thank all applicants for their interest, only those candidates selected for interviews will be contacted.

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