

## **ADMINISTRATIVE COORDINATOR, PROVINCIAL SERVICES – VANCOUVER**

### **About the position**

The **Administrative Coordinator, Provincial Services** develops, implements and supports processes, guidelines and resources supporting program and service delivery throughout the province.

This role ensures things run smoothly, with a particular focus on simplifying processes and streamlining communication, enabling a large team of staff delivering direct client service to be both effective and efficient.

The Administrative Coordinator, Provincial Services has responsibility for internal and external resource management, internal communications and file management, project coordination, and other administrative support.

This role reports to the **Director, Community Services**.

**Title:** Administrative Coordinator, Provincial Services

**Salary range:** \$50,000 - \$56,000

**Contract:** Permanent

**Hours:** Full time - 35 hours per week

**Location:** Vancouver Provincial Office - Hybrid

### **Key Responsibilities**

*Project coordination and other admin support:*

- Creating and stewarding implementation plans for provincial and/or cross-department programs; and providing administrative support, including:
  - Planning, tracking and ensuring deadlines met for external reporting to funders and other partners
  - Cross-departmental projects as they arise
- Scheduling project team meetings and taking minutes

*Coordinating and implementing efficiencies for external materials:*

- Inventory management (tracking stock and usage of current resources, replacements, print and electronic file storage, etc.)
- Ordering
- Coordinating production and printing of new resources, in collaboration with Marketing and Communications
- Supporting part time staff and/or volunteers with inventory and distribution

*Coordinating internal resources:*

- Implementing and leading a review and update cycle to ensure up-to-date, standardized and effective processes and resources (e.g. manuals and guidelines), in collaboration with regional Programming Coordinators
- Supporting and optimizing use of programming tools such as the attendance tracker

*Internal communications and file management:*

- Developing a system to simplify and streamline departmental updates and other communications
- Reviewing, optimizing and maintaining file management systems
- Administrative support for Community Services projects and programs, including:

- Yukon programming (e.g. booking venues)
- Community Services events such as the South Asian forum, departmental team meetings or training
- Other administrative duties as required

## About you

You have a post-secondary degree or diploma. You bring an organized, solutions-oriented approach to enhancing operations and supporting the team in delivering impactful services. Your keen attention to detail and proactive mindset allow you to streamline processes and ensure smooth coordination across projects. Adaptable and resourceful, you excel in managing multiple priorities, always with a focus on achieving efficiency and improving outcomes.

Collaboration is key to your work, and you thrive in team environments, building strong relationships with colleagues and external partners alike. Your professionalism and commitment to excellence drive you to find innovative ways to support the organization's goals, while your clear communication and customer service focus make you an invaluable asset. You approach challenges with resilience and a problem-solving mindset, ensuring that everything runs smoothly behind the scenes.

## Key Qualifications

- 2 or more years' experience in an administrative role, preferably in a non-profit organization providing community-based social services.
- Very strong communication skills.
- Customer service approach
- Organization and time management
- Logical thinking, problem-solving, and adaptability
- Ability to find efficiencies and streamline
- Knowledge of dementia and its impact on families and communities (asset)

## Technical Qualifications

- Proficient in MS Office

## Additional Qualifications:

- Some evenings and weekends may be required
- This is a hybrid role, with the ability to work from home 3-4 days per week. Onsite work requirements include:
  - Coordinating inventory management and distribution of physical materials stored at Provincial office
  - Supporting and supervising volunteers working from the Provincial office
  - Participation in All-Staff meetings, team meetings, planning activities, and Society events may require in-person attendance at designated work venues.

## About us

As a member of the team, you will have access to a wide range of employee benefits, including

- Flexible work environment including condensed work week options and hybrid work options.
- Generous paid time off (4 weeks' vacation, 2 personal days, and 13 paid public holidays).
- Comprehensive employee health benefits including Health Care Spending Account, group RRSP, and Employee Assistance program for you and your dependents.

There are approximately 85,000 British Columbians living with dementia, and this number is growing. For every person living with dementia, there are many more people affected, including family, friends, co-workers and other members of their communities. Our vision is of a world without Alzheimer's disease and other dementias and that world begins with a more dementia-friendly society, where people affected by dementia are acknowledged, supported and included. When you work for the Alzheimer Society of B.C., you help us realize that vision by connecting more British Columbians to the support and education they need at any point on their dementia journey. You help us challenge stigma and change the future for people affected by dementia. You help us show people affected by dementia that they're not alone.

*Equity and diversity and inclusion are essential to societal change and healthy workplaces. An open and diverse community fosters the inclusion of voices that have historically been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.*

### TO APPLY

If this sounds like you, we would love to hear from you.

EMAIL (Only PDF or Word documents are accepted) your resume and a cover letter that details how your experience and qualifications match this opportunity. Please include your salary expectation.

Human Resources  
Alzheimer Society of B.C.  
300 – 828 West 8th Ave  
Vancouver, BC V5Z 1E2

[humanresources@alzheimercbc.org](mailto:humanresources@alzheimercbc.org)

**This posting will remain open until the position is filled.  
We encourage you to apply as soon as possible.**

We sincerely thank all applicants for their interest in the Alzheimer Society of B.C. Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.

To find out more about the Society, our programs, and about First Link® and the Dementia Helpline, visit [www.alzheimercbc.org](http://www.alzheimercbc.org)



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