



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Administrative Assistant

<b>Job ID</b>	<b>75-DD-27-D1-DC-27</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=75-DD-27-D1-DC-27">https://careers.indigenous.link/viewjob?jobname=75-DD-27-D1-DC-27</a>	
<b>Company</b>	Canuck Place Children's Hospice	
<b>Location</b>	Vancouver, British Columbia	
<b>Date Posted</b>	From: 2022-04-17	To: 2022-10-14
<b>Job</b>	Type: Fixed-term	Category: Office
<b>Languages</b>	English	

### Description

Administrative Assistant

Location: Primarily Granville Office location and supporting Abbotsford and Vancouver hospice locations as required.

Reporting to: Senior Administrative Assistant

Job status: Temporary full-time, one year term (75 hours bi-weekly)

Canuck Place Children's Hospice (CPCH) is British Columbia's recognized pediatric palliative care provider. For over two decades, through the many programs and services we provide, we have made a significant difference in the lives of children with life-threatening illnesses and the families who love them. Be part of a talented and innovative team that takes pride in supporting and providing the highest quality pediatric palliative care.

HERE'S WHY IT'S SO GREAT TO WORK WITH US. Aside from being surrounded by a friendly, inclusive, dedicated team, Canuck Place offers employees up to 20 days' vacation (pro-rated to their full-time equivalency), an 100% employer-paid benefits package, Municipal Pension Plan (MPP), a Health Spending account that provides up to \$500 annually to provide additional coverage for health and wellness activities/services, informative lunch n' learns, as well as various learning opportunities. Canuck Place Children's Hospice also has a 'Care For the Caregiver' committee who provides ongoing, creative activities to connect us with one another as a reminder that it's 'this' moment that really counts.

### SUMMARY

The Administrative Assistant will be based on site at the Granville office in Vancouver. They will be required to provide coverage on site and virtually, as required at the Vancouver Hospice location and the Abbotsford Hospice location to support the administration team to ensure time off and breaks can be taken.

As such, this role is the first point of contact for any individual, ensuring that they feel comfortable, safe, and cared for regardless of the reason for their visit. A high degree of professionalism, compassion and ability to act as a positive ambassador for the organization is crucial. This role will provide reception coverage and provides administrative support to the entire Granville team and across the organization as required.

Development and Communications, Marketing & Events department-specific support:

- Provide general administrative support to the Development team staff and other teams as assigned.
- Using Microsoft Office (Word and Excel) to process large, complex mailings, including merging, printing and assembly of packages.
- Preparing thank-you letters, tax receipts and general correspondence based on templates, preparing letters for signature & mailing.
- Scheduling of internal and external meetings.
- Preparing for donor meetings by booking meeting rooms, ordering catering and/or preparing any relevant documents.
- Preparing information kits for donor or volunteer meetings.
- Documenting activity in the Raiser's Edge database, ensuring data is entered according to established policies and procedures. Ensure the confidentiality of donor and other fundraising information.
- General file management/clean up both on the network drive and Raiser's Edge.

General Accountabilities:

- Greets, directs and assists visitors.
- Adhering to Work BC's health guidelines and screening incoming guests as an important administrative control for Infection prevention and control. Tracks and updates the visitor logs according to rigor process that supports ease of contact tracing.
- Screens, receives and coordinates deliveries in accordance with current infection prevention and control guidelines.
- Assists with building and parking access for visitors as required.
- Responds to incoming telephone inquiries and directs calls to appropriate individuals and teams.
- In conjunction with the CPCH Administration team, develops office processes and procedures that align with organizational needs and priorities.
- Maintains, develops and coordinates key communication resources for the teams on site and across sites as relevant (Slack, phone lists, couriers, deliveries between sites). Creates and maintains a system for recording and sharing incoming calls and messages to the teams.
- Processes outgoing and incoming mail and maintains the postage meter.
- Monitors office supply levels for all departments/staff. Coordinates and completes orders, distributes and maintains office supply cupboards and back stock, including printer and photocopier supplies and maintenance.
- Reconciles the office supplies/orders that are ordered in collaboration with the administrative team.
- Sends necessary information to accounting and the relevant budget holder.
- Maintains up to date mail folders; ensuring one for new staff and removing folders of staff who have left.
- Create and distribute key cards and partners with facilities and the CFO to maintain systems for reviewing access.
- In collaboration with team leads for various departments, prepares for internal and external meetings by booking meeting rooms, ordering catering, preparing and distributing agenda's and relevant documents.
- Receives donations and processes them according to a set of requirements established by the

Finance Department.

- Awareness and leadership in supporting events, staff, visitors on site and communicates with team according to set processes (Slack, zoom-huddle, email)
- Provides administrative support to a variety of departments including word processing, large mail-outs, arranging travel etc.
- In collaboration with the Volunteer Support Services team, is the point person for volunteers on site at the Granville office and organizes tasks for the volunteers to complete.
- Trains new administration volunteers and supports volunteer orientation as required.
- Creates and maintains the administration manual.
- Assists with internal and external events, as required.
- Point person for any on-site technical issues to escalate to the I.T. team.
- Joins all internal committees and provides administrative, logistic and research duties assigned to the committee as appropriate.
- Assumes other related responsibilities, as assigned.

#### EDUCATION AND EXPERIENCE

- A High School diploma or the equivalent in experience.
- Experience in administration, a non-profit environment and knowledge of fundraising practices is an asset.

#### QUALIFICATIONS

What you bring to the role:

- Commitment to excellent customer service and family centered care in a fast-paced, diverse and emotionally sensitive environment.
- Ability to exercise a high level of judgment, tact and discretion in both internal and external interactions.
- Strong administrative support skills, including business correspondence, reports, etc.
- Well versed in MS Office (Outlook, Word, and Excel); Raiser's Edge or other fundraising database experience is an asset.
- Excellent verbal and written English communication skills. Additional languages are an asset.
- Proven organizational skills.
- Adept at handling multiple priorities while maintaining attention to detail.
- Calm, professional, pleasant demeanor, particularly in the face of distractions, shifting priorities and stressful situations.
- Proficient with a multi-line telephone system.
- Well-rounded administrative skills demonstrated through supporting a diverse team.
- Demonstrated ability to work independently, as well as a collaborative member of an interdisciplinary team.
- Experience in a similar environment (e.g. health care, non-profit) is an asset.
- A clear driving licence will be required for this role as the individual will be expected to provide coverage as needed across all physical locations.

You have:

- High integrity; creativity; balance, good judgment and objectivity; high vision and conceptual capabilities; consultative, facilitate and collaborative; sense of humor.
- Excellent time management skills.
- Demonstrates flexibility that allows you to work with high energy, creative people.

- Able to thrive and effectively manage priorities in a changing, ambiguous environment.

Note: Flexibility is necessary, as this position may require occasional weekend and evening work and travel within and outside the Lower Mainland.

Canuck Place Children's Hospice hires on the basis of merit and is strongly committed to equality and diversity within its community and to a welcoming and inclusive workplace. We especially welcome applications from Indigenous persons, visible minority group members, persons with disabilities, people of all sexual orientations and genders, and others with the skills and knowledge to productively engage with diverse communities.

### **How to Apply**

Click "Apply Now"

Please submit your cover letter and your resume at <https://www.canuckplace.org/about-us/careers/> by April 17, 2022. We recognize the importance of a diversified workforce, and we encourage First Nations, Inuit and Metis candidates, members of visible minorities and persons with disabilities to apply.

We thank all applicants for their interest; however, only those candidates who have been short-listed will be contacted.