

## **COWICHAN FAMILY LIFE ASSOCIATION**

**POSITION:** Administrative Coordinator  
**START DATE:** March 15, 2022  
**HOURS:** Currently 15 hours per week, (preferred Mon/Wed/Thur 10-3)  
Additional hours may be added as required or as funding allows.

**JOB SUMMARY:** Reporting to the Executive Director, this is a busy part time position, but is key to the day to day administration of the organization. This includes professional face-to-face contact with clients and customers, booking of intake and client appointments, support and promotion of workshops and programs, day-to-day bookkeeping through QuickBooks Online, social media, website maintenance, and fundraising efforts.

### **KEY DUTIES AND RESPONSIBILITIES:**

1. Plans, organizes and executes the day to day administrative operations of CFLA
2. Day to day financials including processing and receipting payments, interact transfers, payroll, preparing bank deposits, reconciling records, and bookkeeping responsibilities through QuickBooks Online. Does not include QBO monthly reconciliations
3. Face-to-face, email, and phone contact with general public, clients, volunteers, community members, including Facebook messaging.
4. Support and communicate with program facilitators, and assist in preparation for workshops and programs.
5. Scheduling of intake appointments with Clinical Counselling Supervisor
6. Scheduling of appointments for clients with volunteer counsellors
7. Regular and ongoing communication with volunteer counsellors and volunteer counselling program supervisor.
8. Regular postings on various social media platforms, including Facebook and Instagram.
9. Ensure CFLA website is current; addition of content as required.
10. Support and promote fundraising events and marketing of CFLA
11. Coordinate and/or assist in organizing events for CFLA as required
12. Support cleanliness of office environment
13. Other duties as required.

### **QUALIFICATIONS, SKILLS AND ABILITIES**

1. Strong proficiency in word processing skills, including experience in Microsoft (Word, Excel, Publisher)
2. QuickBooks Online (preferred) or other bookkeeping experience
3. Recent Canva or other graphic publication experience an asset
4. Social media and/or website experience
5. Professional presence and comfortable with face-to-face interactions
6. Excellent organizational skills
7. Experience in non-profit environments beneficial

### **ADDITIONAL INFORMATION:**

1. Must pass a criminal record check or provide one that is no older than 3 years.
2. Must be or become a member of the Association (\$10 per year)