



Aboriginal Head Start Association of British Columbia

"Fostering the Strength, Pride & Respect of Aboriginal Children and Families"

JOB DESCRIPTION

Title: AHSABC Administrative Coordinator

Reports To: AHSABC Executive Director

The Aboriginal Head Start Association of BC (AHSABC) is a not-for-profit provincial organization that provides supports, resources and community connections for Aboriginal Head Start programs provincially and nationally. AHSABC has embarked on "Growing AHS in BC" to bring more AHS programs to BC, reaching more Indigenous children and their families. Our organization is growing and the **AHS Administrative Coordinator** is critical to our success. We are looking for candidates who share our passion for excellence.

The AHS Administrative Coordinator is responsible for a wide variety of administrative duties including assisting with the coordination and planning of training events and meetings, record keeping, and reporting of our AHSABC projects and activities and management of the AHSABC office in Duncan, BC.

Administrative Duties will include:

- Provide direct administrative and office management support.
- Present a positive and professional image of the office to all visitors and other interactions.
- Be an active participant and offer recommendations on AHSABC projects.
- Participate in team meetings, providing input and suggestions.
- Lead coordination of event planning with AHSABC Board and staff, offer recommendations for themes and presenters and record minutes. Develop scheduling and a critical path. Be cognizant of working within a budget.
- Develop posters, registration forms, travel expense and related forms for each event.
- Book venues and catering for events, arrange travel and accommodation for staff, presenters and delegates.
- Prepare event agenda and assist with obtaining speakers and entertainment. Be main contact with presenters and other guests, sending invitations and confirming attendance. Support presenters with A/V needs, printing or ordering materials, etc.
- Prepare final reports for accountability to funders and/or AHSABC Board.
- Assist with additional projects related to the promotion of the Aboriginal Head Start programs on an as-needed basis.
- Track, receive and organize project correspondence and record keeping related to the AHSABC Office activities.
- Develop project tracking tools, such as excel spreadsheets and planning templates.
- Support basic book keeping activities.
- Be key, in office point of contact for public and AHSABC Team.

Essential Skills:

- Working experience with Aboriginal communities preferred.
- Familiarity of Aboriginal Head Start and Early Childhood Care and Education programs.
- Able to communicate both verbally and in writing in a friendly and positive manner.
 - Proficiency in office computer software applications including Microsoft Outlook, Word, Excel, PowerPoint, Adobe, Skype, and/or other applications or online tools related to presentation delivery; proficient with A/V equipment.
- Has ability to organize files both electronic and paper version.

www.ahsabc.com *PO BOX 21058, Duncan, BC V9L 0C2 * Tel:(250)858-4543





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- Familiar with Face Book, social media communications and Website maintenance.
- Enjoys and is skilled at event planning and hosting and has an attention to details.
- Able to work efficiently as a part of a team as well as independently.
- Time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision.
- Able to work well under pressure and meet set deadlines.
- Uses time well and takes initiative to get work done.
- Attention to detail in all areas of work.
- Strong work ethic and positive team attitude.
- Clear criminal record check

Work Hours: Schedule is flexible requiring on average 20 hours of work per week between the hours of 9:00 am – 4:00 pm during weekdays, hours will fluctuate during high activity periods. Some weekend and evening hours required to support training and event schedules.

Compensation: Starting at \$20/hour plus benefits. Competitive pay and benefits will reflect work experience, skills and assets.

TO APPLY:

Please submit a cover letter, complete resume, and three references via e-mail or mail to:

Executive Director, Aboriginal Head Start Association of BC
PO Box 21058, Duncan, BC V9L 0C2
Email: executivedirector@ahsabc.com
Phone: 250-858-4543

In accordance with Section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference will be given to qualified candidates of Aboriginal ancestry.

Closing Date: May 10, 2018 at 4:30 pm

We thank all applicants for their interest.
Only candidates selected for an interview will be contacted.

